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| **Activity** | **Populates** | **Data Entry** | **Search** |
| Increased Educational Functioning Level as a *Measurable Skills Gain* | * **Table 4** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | Will be automatically tracked as a met MSG for all NRS participants who have a pre- and post-assessment entered into LACES with a sufficient scaled score gain to result in an Educational Functioning Level gain of one or more levels in any subject area. Participants get credit for only one EFL gain per period of participation even if they make gains in multiple subject areas.**Data Entry: Student record>Assessments>Add Assessments** | Student Grid>**+**Add Search (to the right of the green search tiles)>click down arrow>type EFL into blank white space at the top of the search field, then click EFL Gain (MSG) when it displays>”=”>check the checkbox>Click + to add additional criteria>search or scroll to FY PoP>Contains>2018-2019>Apply**-or-**Student grid>Searches>Table 4>Replace>Select Reporting System=Current FY>click total for column E: Number Who Achieved At least One Educational Functioning Level Gain |
| Attained a Secondary School Diploma or Its Equivalent as a *Measurable Skills Gain* | * **Table 4** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
 | Will be automatically tracked as a met MSG for all NRS participants who show evidence of a secondary school diploma or equivalent attainment. Must have passed in all subject areas in the official HSE assessment or combination of HSE assessments. **Data entry:**1. **Student record>Assessments> Add**

**Assessments>Official TASC, HiSet or GED for all subject areas with passing scores**1. **Student record>Education** **tab>Diploma/ Credentials panel>Type and Date Earned**
 | Student Grid>**+**Add Search (to the right of the green search tiles)>click down arrow>type SSD into blank white space at the top of the search field, then click Attained SSD (MSG) when it displays>”=”>check the checkbox>Click + to add additional criteria>search or scroll to FY PoP>Contains>2018-2019 >Apply**-or-**Student grid>Searches>Adult Education Follow Up>Secondary School Diploma Earned>Replace>Current FY Date Range>Apply |
| Enrolled in Pstsecondary Education or Training as a *Measurable Skills Gain* | * **Table 4** for all NRS participants
 | NRS participant must have exited the Adult Education program and have evidence of enrollment into PS Education or Training after exit from Adult Ed but prior to the end of the FY in which the student exited. Exit Date is based on last hours of attendance and populates as “Left Date” in LACES 91 days after the last hours date.**Data entry: Student record>Exit student from classes, Left Date=last hours date, populated after 91 days with no attendance>Education tab>Postsecondary Education and Training panel>Postsecondary Institution Type (Education or Training)> Enroll Date (must be after Left Date). No other fields are necessary to show that the student has *enrolled* in PS Education or Training.**The Postsecondary Enrollment information can be entered before the student is “officially” considered left, as long as it is after their last hours date. LACES will not populate the outcome until it is official. Ex. If a student’s last hours are 2-21-19 and it is currently 4-15-19, it hasn’t been 90 days without hours yet, so the database will not consider them “officially” left, but if you enter an Enroll Date into PS Ed/Training of 4-15-19, it will count as an MSG once 91 days pass from their last hours date. | Student Grid>**+**Add Search (to the right of the green search tiles)>click down arrow>type Enrolled PS into blank white space at the top of the search field, then click Enrolled PS Ed/Trng (MSG) when it displays>”=”>check the checkbox>Click + to add additional criteria>search or scroll to FY PoP>Contains>2018-2019>Apply |
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| Employed 2nd Quarter as an *Outcome Measure* | * **Table 5** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | Is automatically tracked for all NRS participants who exit the program in the reporting period of 7-1-FY to 6-30-FY, regardless of employment status.Will calculate as a Met outcome for all NRS participants who show an entry Employment Status with the Start Date matching the Intake Date, AND an Employment Status of Employed (Full or Part) with a start date aligning with the date range for the second quarter following the student’s exit, and Earnings entered with a non-zero value. Ex.: Student Left Date is 10-3-18, the student should have an initial Work History record from intake, and another Employed work history record with a Start Date between 4-1-19 to 6-30-19, the second quarter after their exit.**Data entry>Student record>History tab>Work History panel>Start Date within second quarter after exit date range>Earnings greater than $0>Earnings Period.** | Search for who needs follow-up:The Dashboard widget called Student Alerts will provide the list of students who exited 2 quarters ago, with and without social security number. Programs should focus on the students without SSN if their state conducts data match for those with an SSN. Note that students will not be removed from this list until they show a Met outcome with valid date and earnings -or- the quarter changes (1-1, 4-1, 7-1, and 9-1). Also note that conducting follow-up on these students will not affect the current FY Table 5, as Table 5 has a lag time in reporting to allow collection of the data. They will populate the next year’s Table 5.You can also do retroactive follow-up if you missed the quarter on the dashboard. From the Student grid>Searches>Outcomes> Employment Outcomes for Followup> Replace>Select the Quarter for which you wish to do followup> click the number at the end of the row.Verify correct population for an individual student: Student record>Outcomes tab>PoP Summary/Measurable Outcomes> Employed 2nd Quarter = Yes. |
| Employed 4th quarter as an *Outcome Measure* | * **Table 5** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | For 2018-2019, automatically tracked for all NRS participants who exit the program between 1-1-17 to 12-31-17, regardless of employment status.Will calculate as a Met outcome for all NRS participants who show an entry Employment Status with the Start Date matching the Intake Date, AND an Employment Status of Employed (Full or Part) with a start date aligning with the date range for the fourth quarter following the student’s exit. Earnings do not need to be added for 4th quarter.Ex.: Student Left Date is 10-3-18, the student should have an initial Work History record from intake, and another Employed work history record with a Start Date between 10-1-19 to 12-31-19, the fourth quarter after their exit.**Data entry>Student record>History tab>Work History panel>Start Date within fourth quarter after exit date range.** | Search for who needs follow-up:The Dashboard widget called Student Alerts will provide the list of students who exited 4 quarters ago, with and without social security number. Programs should focus on the students without SSN if their state conducts data match for those with an SSN. Note that students will not be removed from this list until they show a Met outcome with valid date and earnings -or- the quarter changes (1-1, 4-1, 7-1, and 9-1). Also note that conducting follow-up on these students will not affect the current FY Table 5, as Table 5 has a lag time in reporting to allow collection of the data. They will populate the next year’s Table 5, or the year after that.You can also do retroactive follow-up if you missed the quarter on the dashboard. From the Student grid>Searches>Outcomes> Employment Outcomes for Followup> Replace>Select the Quarter for which you wish to do followup> click the number at the end of the row.Verify correct population for an individual student: Student record>Outcomes tab>PoP Summary/Measurable Outcomes> Employed 4th Quarter = Yes. |
| Median Earnings 2nd Quarter as an *Outcome Measure* | * **Table 5** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | Must be entered as a non-zero value for any student with an Employed status in the 2nd quarter followup period. **Data entry>Student record>History tab>Work History panel>Start Date within second quarter after exit date range>Earnings greater than $0>Earnings Period.** | Verify correct population for an individual student: Student record>Outcomes tab>PoP Summary/Measurable Outcomes> 2nd Quarter Earnings displays a non-zero value. |
| Attained Secondary School Diploma or Recognized High School Equivalency **AND** Enrolled in Pstsecondary Education or Training within one year as an *Outcome Measure* | * **Table 5** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | This outcome is not tracking attainment of a secondary school diploma or recognized equivalent *by itself* but will count the combined outcome when accompanied by enrollment in postsecondary education or training (or employment, discussed below).To populate this outcome, NRS participants who exited must meet the following criteria:Did not already have a secondary school diploma or recognized equivalent at the time of entry into the program, based on the Highest Education Level Completed at Entry field **-and-**Were at a 9th grade level equivalent or higher, as indicated by assessment or by receiving instruction at 9th grade level or higher. This would be indicated one of the following ways:* Assessment Educational Functioning Level in *any subject area* in which they have a valid assessment within the period of participation/fiscal year is ABE L5 or ABE L6 **-or-**
* Enrollment in a class for which the checkbox indicator of “9th grade level or higher” is checked/displays True or Yes.

This 2nd Enrollment option exists in order to allow students to be included in this outcome even if they do not test at an ABE L5 or ABE L6 but you feel they have progressed enough that they should be included in this outcome and will likely attain the outcome. Be careful enrolling students with this option, however, as everyone enrolled in a class with this indicator will automatically populate the denominator for this outcome measure but may not meet the outcome, resulting in a lower percentage of met outcomes for your program.**Data entry: Enter evidence of the passing HSE in the Assessments** **tab or Education tab>Diploma/Credentials panel.****Additionally, enter Enrollment in Postsecondary Education Training in the Education tab>Postsecondary Education or Training panel. Enter Postsecondary Institution Type and Enroll Date. The enroll date must be after attainment of the HSE but can be while they were enrolled in adult ed or within one calendar year of exit from your program.** | Verify correct population for an individual student: Student record>Outcomes tab>PoP Summary/Measurable Outcomes> Attained SSD (Outcome Measure) = Yes AND Enrolled PS Ed/Trng (Outcome Measure) = Yes.For all students, click the More menu in the green menu bar and select All POPS Summary. From the All PoPs Summary grid, filter the FY PoP column by typing in the current fiscal year in a 2018-2019 format, then click the filter icon and select Contains. Next, click the **Yes** radio button at the top of the column heading for Attained SSD (Outcome Measure) **AND** Enrolled PS Ed/Trng (Outcome Measure) to see all students who have met both of the parts of this outcome for the fiscal year. |
| Attained Secondary School Diploma or Recognized High School Equivalency **AND** Employed within one year as an *Outcome Measure* | * **Table 5** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | This outcome is not tracking attainment of a secondary school diploma or recognized equivalent *by itself* but will count the combined outcome when accompanied by employment.To populate this outcome, NRS participants who exited must meet the following criteria:Did not already have a secondary school diploma or recognized equivalent at the time of entry into the program, based on the Highest Education Level Completed at Entry field **-and-**Were at a 9th grade level equivalent or higher, as indicated by assessment or by receiving instruction at 9th grade level or higher. This would be indicated one of the following ways:* Assessment Educational Functioning Level in *any subject area* in which they have a valid assessment within the period of participation/fiscal year is ABE L5 or ABE L6 **-or-**
* Enrollment in a class for which the checkbox indicator of “9th grade level or higher” is checked/displays True or Yes.

This 2nd Enrollment option exists in order to allow students to be included in this outcome even if they do not test at an ABE L5 or ABE L6 but you feel they have progressed enough that they should be included in this outcome and will likely attain the outcome. Be careful enrolling students with this option, however, as everyone enrolled in a class with this indicator will automatically populate the denominator for this outcome measure but may not meet the outcome, resulting in a lower percentage of met outcomes for your program.**Data entry: Enter evidence of the passing HSE in the Assessments tab or Education tab>Diploma/Credentials panel.****Additionally, have evidence of an Employed status in the Work History panel at the time of enrollment or within one calendar year of exit from the program.** | Verify correct population for an individual student: Student record>Outcomes tab>PoP Summary/Measurable Outcomes> Attained SSD (Outcome Measure) = Yes AND Employed w/n 1 year (Outcome Measure) = Yes.For all students, click the More menu in the green menu bar and select All POPS Summary. From the All PoPs Summary grid, filter the FY PoP column by typing in the current fiscal year in a 2018-2019 format, then click the filter icon and select Contains. Next, click the **Yes** radio button at the top of the column heading for Attained SSD (Outcome Measure) **AND** Employed w/n 1 year (Outcome Measure) to see all students who have met both of the parts of this outcome for the fiscal year. |
| Attained a Pstsecondary Credential while enrolled or within one year as an *Outcome Measure* | * **Table 5** for all NRS participants
* **Table 11** for NRS participants with at least one IET enrollment in the reporting period
* **Tables 8, 9 and 10** for NRS participants in Family Literacy (8), IELCE program (9) or Correctional Education Programs (10)
 | To populate this outcome, students must have one of the following two criteria:1. Have an IETP enrollment in the reporting period with the IETP/Credential indicator -or-
2. Show enrollment in Postsecondary Education or Training as indicated in the Education tab>Postsecondary Education or Training panel, with the Postsecondary Institution Type and Enroll Date entered, where the Enroll Date is while enrolled in Adult Ed or within one calendar year of exit from your program AND there is an exit date indicating exit from the PS Education/Training program.

Provided the student meets the above criteria, you can show this outcome has been met by adding the following information:**Data Entry: Student record>Education tab>Postsecondary Education and Training panel> Postsecondary Institution Type>Enroll Date (while enrolled in Adult Ed or within one calendar year of exit from your program)>Exit Date>Credential Attained>Earned Date (must be after Enroll Date but while enrolled or within one calendar year of exit from your program)****PLEASE do NOT enter PS Credentials in the Diploma/Credentials panel, they will NOT count! They should be entered in the Postsecondary Education or Training panel.** | Verify correct population for an individual student: Student record>Outcomes tab>PoP Summary/Measurable Outcomes> Attained PS Cred w/n 1 year (Outcome Measure) = Yes.For all students, click the More menu in the green menu bar and select All POPS Summary. From the All PoPs Summary grid, filter the FY PoP column by typing in the current fiscal year in a 2018-2019 format, then click the filter icon and select Contains. Next, click the **Yes** radio button at the top of the column heading for Attained PS Cred w/n 1 year (Outcome Measure) |
| Attained any credential (unduplicated) as an Outcome Measure | **Table 5** for all NRS participants | To populate this outcome, NRS participants who exited must meet the following criteria:Were at a 9th grade level equivalent or higher, as indicated by assessment or by receiving instruction at 9th grade level or higher. This would be indicated one of the following ways:* Assessment Educational Functioning Level in *any subject area* in which they have a valid assessment within the period of participation/fiscal year is ABE L5 or ABE L6 **-or-**
* Enrollment in a class for which the checkbox indicator of “9th grade level or higher” is checked/displays True or Yes.

This 2nd Enrollment option exists in order to allow students to be included in this outcome even if they do not test at an ABE L5 or ABE L6 but you feel they have progressed enough that they should be included in this outcome and will likely attain the outcome. Be careful enrolling students with this option, however, as everyone enrolled in a class with this indicator will automatically populate the denominator for this outcome measure but may not meet the outcome, resulting in a lower percentage of met outcomes for your program.**Data entry: Enter evidence of a passing HSE in the Assessments tab or Education tab>Diploma/Credentials panel.****-OR- Enter evidence of attainment of a Postsecondary Credential: Student record>Education tab>Postsecondary Education and Training panel> Postsecondary Institution Type>Enroll Date (while enrolled in Adult Ed or within one calendar year of exit from your program)>Credential Attained>Earned Date (must be after Enroll Date but within one calendar year of exit from your program)**This is an unduplicated outcome measure, so credit is only given for one outcome per period of participation. | No search currently directly available. Can use searches for Attained SSD and Attained PS Cred w/n 1 year until a search for this specific outcome is created. |
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| *MSG* via Secondary or Postsecondary Transcript | **Table 11** for NRS participants with at least one IET enrollment in the reporting period | * Student must have evidence of satisfactory completion of 12 or more hours in one semester if a FT student or 12 or more hours across two consecutive semesters if a PT student.
* Must have an actual copy of the transcript or report card showing passing completion.
* Enrollment is not enough to count, must successfully complete the required hours.

**Data Entry: Student record>Outcomes tab>IETP Measurable Skills Gain panel>Date and IETP MSG Type= Secondary or Postsecondary Transcript entered.** | Student grid>Searches>NRS>NRS Table 11>Replace>Click the number returned in Column B or C depending on whether you wish to see students included in the criteria or who have met the criteria.Currently, there are no searches directly available for IETP MSG but LiteracyPro will be adding this in the coming fiscal year. |
| *MSG* via Progress Toward Milestones | **Table 11** for NRS participants with at least one IET enrollment in the reporting period | * On the Job training
* Internship, apprenticeship, job shadowing
* Employment

Must have evidence of one of the above through notes or evaluations from employer or training provider or copies of a job offer or contract or actual pay stub**Date Entry: Student record>Outcomes tab>IETP Measurable Skills Gain panel>Date and IETP MSG Type=Progress Toward Milestones entered.** | Student grid>Searches>NRS>NRS Table 11>Replace>Click the number returned in Column B or C depending on whether you wish to see students included in the criteria or who have met the criteria.Currently, there are no searches directly available for IETP MSG but LiteracyPro will be adding this in the coming fiscal year. |
| *MSG* via Passing Technical/ Occupational Skills Exam | **Table 11** for NRS participants with at least one IET enrollment in the reporting period | * Passing a technical or occupational skills exam such as a CNA exam or digital literacy exam or any exam intended to demonstrate competency in a technical or occupational skill or skills
* Earning of a certificate, credential, or license that would require an exam to obtain the certificate
* Successfully completing a class or prerequisite class that must be completed in order to allow the student to continue in a program that will result in a certification, credential, or license.

Must have evidence of passing scores on exam, certificate/credential or license obtained, or completion of the class or prerequisite class.**Data Entry: Student record>Outcomes tab>IETP Measurable Skills Gain panel>Date and IETP MSG Type=Technical/Occupational Skill Exam entered.****Please note that this tracking would only be for Table 11; you must additionally enter credentials/certifications in the Education tab>Postsecondary Education or Training panel to receive credit for them on Table 5.** | Student grid>Searches>NRS>NRS Table 11>Replace>Click the number returned in Column B or C depending on whether you wish to see students included in the criteria or who have met the criteria.Currently, there are no searches directly available for IETP MSG but LiteracyPro will be adding this in the coming fiscal year. |
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| Achieved Citizenship Skills as an *Outcome Measure* | **Table 9** for NRS participants with enrollment in the Secondary Program type IELCE in the reporting period | These goals can be tracked for any student who indicates having this as a goal, but is only required to be tracked for students enrolled in Integrated English Literacy and Civics Education (IELCE). **Data entry: Student record>Outcomes tab>Goals and Achievements panel>ALL Goals>Enter Date Set and Date Met (once achieved) for Achieve Citizenship Skills.** | Student grid>Searches>Outcomes> Achievements and Goals>Replace>Goal Status>Set during Period (Met or Unmet) to see those who had the goal set regardless of met status, or Set and Met during period for those who achieved the outcome>fiscal year date range (7-1-FY to 6-30-FY)>Achieve Citizenship Skills |
| Voted or Registered to Vote as an *Outcome Measure* | **Table 9** for NRS participants with enrollment in the Secondary Program type IELCE in the reporting period | These goals can be tracked for any student who indicates having this as a goal, but is only required to be tracked for students enrolled in Integrated English Literacy and Civics Education (IELCE). **Data entry: Student record>Outcomes tab>Goals and Achievements panel>ALL Goals>Enter Date Set and Date Met (once achieved) for Vote or Register to Vote.** | Student grid>Searches>Outcomes> Achievements and Goals>Replace>Goal Status>Set during Period (Met or Unmet) to see those who had the goal set regardless of met status, or Set and Met during period for those who achieved the outcome>fiscal year date range (7-1-FY to 6-30-FY)>Vote or register to vote |
| Increased Involvement in Community Activities as an *Outcome Measure* | **Table 9** for NRS participants with enrollment in the Secondary Program type IELCE in the reporting period | These goals can be tracked for any student who indicates having this as a goal, but is only required to be tracked for students enrolled in Integrated English Literacy and Civics Education (IELCE). **Data entry: Student record>Outcomes tab>Goals and Achievements panel>ALL Goals>Enter Date Set and Date Met (once achieved) for Increase Involvement in Community Activities.** | Student grid>Searches>Outcomes> Achievements and Goals>Replace>Goal Status>Set during Period (Met or Unmet) to see those who had the goal set regardless of met status, or Set and Met during period for those who achieved the outcome>fiscal year date range (7-1-FY to 6-30-FY)>Increase Involvement in Community Activities |
| Obtained Citizenship as a *State-Tracked Goal* | **State reports** for anyone with the goal entered as Set or Set and met within the fiscal year | This is a state goal and does not populate federal tables but should be recorded for any student who wants to obtain citizenship and indicated as met for any student who does obtain their citizenship.**Data entry: Student record>Outcomes tab>Goals and Achievements panel>ALL Goals>Enter Date Set and Date Met (once achieved) for Obtained Citizenship** | Student grid>Searches>Outcomes> Achievements and Goals>Replace>Goal Status>Set during Period (Met or Unmet) to see those who had the goal set regardless of met status, or Set and Met during period for those who achieved the outcome>fiscal year date range (7-1-FY to 6-30-FY)>Obtain Citizenship |