

Understanding how the data populates Table 5, when to do follow-up, and where to enter the data is extremely important. The new version of Table 5 is no longer populated using goals or cohorts, but instead generates based on evidence in a student’s record that meets the requirements set by OCTAE for inclusion in that outcome. The following outcomes are now tracked:

- Employment Second Quarter after exit
- Employment Fourth Quarter after exit
- Median Earnings Second Quarter after exit
- Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in Postsecondary Education or Training within one year of exit
- Attained a Secondary School Diploma/Recognized Equivalent and Employed within one year of exit
- Attained a Postsecondary Credential while enrolled or within one year of exit
- Attained any credential

For **ALL** of these outcomes, Table 5 has a delay in the reporting period time, and the majority of the data displayed will be for students who were NRS participants in the prior fiscal year. Students **only** populate Table 5 if they *were NRS participants and had an exit in the reportable time frame*, as defined by having no attendance hours for 90 or more days **and** no scheduled services.

The 20/21 Table 5 will include students who exited in the following date ranges:	
Outcome Measure	Exit Date Range
Employment 2nd quarter after exit	7/1/2019 - 6/30/2020
Employment 4th quarter after exit	1/1/2019 - 12/31/2019
Median earnings, 2nd quarter	7/1/2019 - 6/30/2020
Attained a Secondary School Credential & Enrolled in PS Education/Training w/in one year	1/1/2019 - 12/31/2019
Attained a Secondary School Credential & Employed w/in one year	1/1/2019 - 12/31/2019
Attained a Postsecondary Credential w/in one year	1/1/2019 - 12/31/2019
Attained any credential (unduplicated)	1/1/2019 - 12/31/2019

If your state conducts data match for Table 5 outcomes, you should focus your attention on students who do not have a social security number and know that the state will pick up the data for those who do- for the outcomes on which the state does data match. Many states only do data match for employment outcomes, meaning you must do surveys for educational outcomes even if the student has an SSN entered into LACES. You can find students with SSN or without SSN by going to the student grid>Searches>Demographics>SSN Entered or No SSN Entered.

If your program shuts down for the summer and will be closed for 90 or more days but you know the students will return in the fall, you can enroll your students into classes for the new fiscal year prior to the FY end, either by duplicating existing classes or creating new classes and pre-enrolling the students who will return in the new fiscal year, or you can use the Scheduled Service Start Date field in the Education panel to indicate that the student has a scheduled service (see scheduled service information later in this documentation). By doing this, you will show a scheduled service for the student and they will not be considered “exited” based on the 90 days without hours since they will

show a scheduled service.

Correctional students and institutionalized students do not populate Table 5, but will instead populate Table 10, which is a similar outcomes table only populated by NRS participants in correctional or institutional programs. Correctional students must have a Release Date entered into the Demographics tab>Corrections panel to populate Table 10.

How LACES makes the determination for which students populate Column B (Number of Participants who Exited {with evidence indicating inclusion in this outcome}) and how you can enter the follow-up information to show the outcome has been met so that they populate Column C (Number of Participants who Exited Achieving Outcome or Median Earnings Value) **for the 20/21 Table 5** will be discussed for each individual row of data below:

Employment Second Quarter after Exit:

- Column B (Number of Participants who Exited {with evidence indicating inclusion in this outcome}) will populate with all non-correctional/institutional NRS participants who exited between **7-1-19 to 6-30-20**, regardless of Employment Status.
- Column C (Number of Participants who Exited Achieving Outcome or Median Earnings Value) will populate with students from Column B who have evidence of employment indicated in their record, either through data match import from the state, or manual follow-up by the local program. *This data must have accurate date information reflecting the correct follow-up quarter aligning with the student exit.*

To conduct follow-up, you can use several different methods available in LACES. Follow-up should be done at least quarterly. The Dashboard Student Alerts display students who exited two quarters ago, but the alert will update with a new list of students at the start of each new quarter on 7-1, 10-1, 1-1, and 4-1. Students will remain on the Alert as requiring survey until they show a positive outcome (have an Employed record with a Start Date in the correct quarter of follow-up) or until the new quarter begins.

The **Dashboard** contains a Widget called Student Alerts, which you can add to your Dashboard by clicking on the Widget Library and clicking on the Student Alerts. The Student Alerts widget has two rows relevant to second quarter employment follow-up:

- Students requiring survey for 2nd quarter employment with median earnings- ALL: this will display *all NRS participant students who exited two quarters ago based on the current quarter*. This number will change at the beginning of each new quarter. If your state office does not conduct data matching for employment, you should use this option.
- Students requiring survey for 2nd quarter employment with median earnings- No SSN: this will display *NRS participant students with **no social security number** entered in the Demographics tab>Identification panel who exited two quarters ago based on the current quarter*. This number will change at the beginning of each new quarter. If your state office conducts data matching for employment, you can use this option to see the list of students who cannot be data matched and should therefore have a manual follow-up done.
- These options are based on **current quarters**, meaning that the quarter you are in is the time in which the second quarter follow-up should be conducted because the student exited two quarters ago. The data being collected and entered based on these widgets will not populate the current FY Table 5 due to the lag in reporting time, but will populate the next year's Table 5.

DASHBOARD STUDENT CLASS STAFF TUTOR PAIR GROUP WORKSHOP CONTACT DC

Dashboard PRINT

> Widget Library

Student Alerts Settings Close

Students not assessed within [5] days of intake	14
Enrolled students with no instructional hours in [90] days	101
Students eligible for post testing	1
Students eligible for posttesting with no MSG in current PoP	1
Students requiring survey for 2nd quarter employment with median earnings - ALL	2
Students requiring survey for 2nd quarter employment with median earnings - No SSN	1

If you prefer to be able to conduct retroactive follow-up, you can use the Outcomes>Employment Outcomes for Follow-up search.

Secure | https://lacs.literacypro.com/lacs/Grid/Standard/4

Client: DC Agency

DASHBOARD STUDENT CLASS STAFF TUTOR PAIR GROUP WORKSHOP CONTACT DONOR MATERIAL M

View Student List ADD NEW

128 of 170 and Current Fiscal Year ADD SEARCH REMOVE SEARCH SAVE SEARCH

< Searches

- ▶ NRS
- ▶ General
- ▶ Assessments
- ▶ Demographics
- ▶ Hours
- ▶ History
- ▶ Outcomes
 - Achievements and Goals
 - Employment Outcomes for Followup
- ▶ Adult Education Follow-Up
- ▶ Enrollments
- ▶ NRS Deduplicated
- ▶ Desk Review
- ▶ State and Local Performance
- ▶ State and Local Performance Deduplicated
- ▶ My Searches

<input type="checkbox"/>	Last Name ↑	First Name ↑	Middle Name ↑	Overall Sta
<input type="checkbox"/>	_Smitheeeee	Alan		Enrolled
<input type="checkbox"/>	AAABAAAAD...	Joseph		Enrolled
<input type="checkbox"/>	Aadams	George		Enrolled
<input type="checkbox"/>	Aadams	Joe		Enrolled
<input type="checkbox"/>	Aadams	John		Enrolled
<input type="checkbox"/>	Aadasm	Richard		Enrolled
<input type="checkbox"/>	Abarca	Angelica	Maria	Enrolled
<input type="checkbox"/>	Abraham	Lee		Enrolled
<input type="checkbox"/>	Adams	Andy		Enrolled
<input type="checkbox"/>	Adams	Brenda		Enrolled
<input type="checkbox"/>	Adams	Jennifer		Enrolled
<input type="checkbox"/>	Adams	Larry		Enrolled
<input type="checkbox"/>	Alcala	Juan		Enrolled
<input type="checkbox"/>	America	Captain		Prospective
<input type="checkbox"/>	Andrews	George		Enrolled
<input type="checkbox"/>	Andy	Adams		Enrolled

Go to the Student grid and click the blue Searches link on the left-hand side of the screen. Click the triangle to the left of the Outcomes header to expand the outcomes searches, and click the green Replace button for Employment Outcomes for Follow-up.

Select Count

Employment Outcome Followup

Followup Quarters	# of Students	Reports
Students to contact during third quarter 16/17 and confirm employment through 3/31/2017		
PoP left date between 7/1/2016 and 9/30/2016 (2nd Qtr Followup)	1	10/2018
Students to contact during fourth quarter 16/17 and confirm employment through 6/30/2017		
PoP left date between 10/1/2016 and 12/31/2016 (2nd Qtr Followup)	7	10/2018
Students to contact during first quarter 17/18 and confirm employment through 9/30/2017		
PoP left date between 7/1/2016 and 9/30/2016 (4th Qtr Followup)	1	10/2018
PoP left date between 1/1/2017 and 3/31/2017 (2nd Qtr Followup)	1	10/2018
Students to contact during second quarter 17/18 and confirm employment through 12/31/2017		
PoP left date between 10/1/2016 and 12/31/2016 (4th Qtr Followup)	7	10/2018
PoP left date between 4/1/2017 and 6/30/2017 (2nd Qtr Followup)	2	10/2018
Students to contact during third quarter 17/18 and confirm employment through 3/31/2018		
PoP left date between 1/1/2017 and 3/31/2017 (4th Qtr Followup)	1	10/2019
PoP left date between 7/1/2017 and 9/30/2017 (2nd Qtr Followup)	2	10/2019

These searches allow you to view the students who exited in specific quarters. It additionally displays the reporting period for which the data will be reported so you can determine if it would affect the current year's Table 5, or next year's Table 5. Students will only display if they were NRS participants with an exit (as defined by 90 or more days without hours or scheduled services) in the indicated quarter and do not already show a met outcome for employment within the correct follow-up quarter.

Click the number for the quarter in you wish to perform follow-up. Use the chart below to see the corresponding exit quarter/follow-up quarter. In the Work History record, enter a date within the correct follow-up period as the Start Date.

Employment Measure Follow up

If students exited in this date range:	They need employment follow-up in the 2nd and 4th quarter:	The follow-up is done in this date range:	The student will be on Table 5 in this reporting year: Remember that all NRS reports are due in October for the prior FY.
1/1/18 to 3/31/18 (Third Quarter)	2nd Quarter Follow up	7/1/18 to 9/30/18	10/2019
	4th Quarter Follow up	1/1/19 to 3/31/19	10/2020
4/1/18 to 6/30/18 (Fourth Quarter)	2nd Quarter Follow up	10/1/18 to 12/31/18	10/2019
	4th Quarter Follow up	4/1/19 to 6/30/19	10/2020
7/1/18 to 9/30/18 (First Quarter)	2nd Quarter Follow up	1/1/19 to 3/31/19	10/2020
	4th Quarter Follow up	7/1/19 to 9/30/19	10/2020
10/1/18 to 12/31/18 (Second Quarter)	2nd Quarter Follow up	4/1/19 to 6/30/19	10/2020
	4th Quarter Follow up	10/1/19 to 12/31/19	10/2020
1/1/19 to 3/31/19 (Third Quarter)	2nd Quarter Follow up	7/1/19 to 9/30/19	10/2020
	4th Quarter Follow up	1/1/20 to 3/31/20	10/2021
4/1/19 to 6/30/19 (Fourth Quarter)	2nd Quarter Follow up	10/1/19 to 12/31/19	10/2020
	4th Quarter Follow up	4/1/20 to 6/30/20	10/2021
7/1/19 to 9/30/19 (First Quarter)	2nd Quarter Follow up	1/1/20 to 3/31/20	10/2021
	4th Quarter Follow up	7/1/20 to 9/30/20	10/2021
10/1/19 to 12/31/19 (Second Quarter)	2nd Quarter Follow up	4/1/20 to 6/30/20	10/2021
	4th Quarter Follow up	10/1/20 to	10/2021

		12/31/20	
1/1/20 to 3/31/20 (Third Quarter)	2nd Quarter Follow up	7/1/20 to 9/30/20	10/2021
	4th Quarter Follow up	1/1/21 to 3/31/21	10/2022
4/1/20 to 6/30/20 (Fourth Quarter)	2nd Quarter Follow up	10/1/20 to 12/31/20	10/2021
	4th Quarter Follow up	4/1/21 to 6/30/21	10/2022
7/1/20 to 9/30/20 (First Quarter)	2nd Quarter Follow up	1/1/21 to 3/31/21	10/2022
	4th Quarter Follow up	7/1/21 to 9/30/21	10/2022
10/1/20 to 12/31/20 (Second Quarter)	2nd Quarter Follow up	4/1/21 to 6/30/21	10/2022
	4th Quarter Follow up	10/1/21 to 12/31/21	10/2022
1/1/21 to 3/31/21 (Third Quarter)	2nd Quarter Follow up	7/1/21 to 9/30/21	10/2022
	4th Quarter Follow up	1/1/22 to 3/31/22	10/2023
4/1/21 to 6/30/21 (Fourth Quarter)	2nd Quarter Follow up	10/1/21 to 12/31/21	10/2022
	4th Quarter Follow up	4/1/22 to 6/30/22	10/2023
7/1/21 to 9/30/21 (First Quarter)	2nd Quarter Follow up	1/1/22 to 3/31/22	10/2023
	4th Quarter Follow up	7/1/22 to 9/30/22	10/2023
10/1/21 to 12/31/21 (Second Quarter)	2nd Quarter Follow up	4/1/22 to 6/30/22	10/2023
	4th Quarter Follow up	10/1/22 to 12/31/22	10/2023
1/1/22 to 3/31/22 (Third Quarter)	2nd Quarter Follow up	7/1/22 to 9/30/22	10/2023
	4th Quarter Follow up	1/1/23 to 3/31/23	10/2024
4/1/22 to 6/30/22 (Fourth Quarter)	2nd Quarter Follow up	10/1/22 to 12/31/22	10/2023
	4th Quarter Follow up	4/1/23 to 6/30/23	10/2024

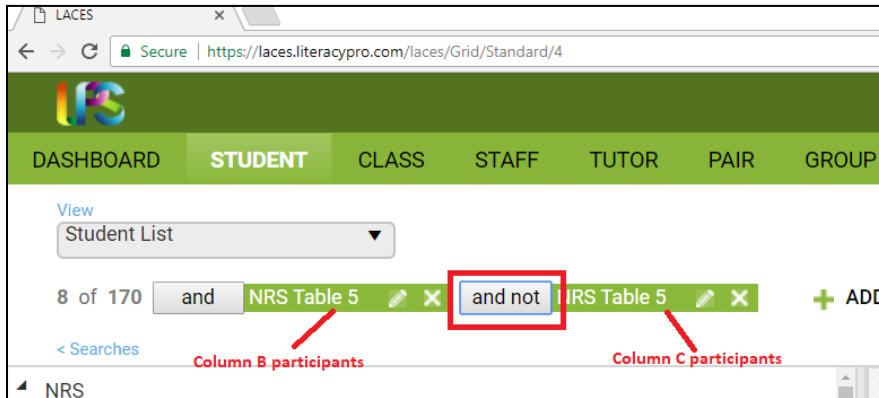
You can also open the Table 5 search. Go to the Student grid and click the blue Searches link on the left-hand side of the screen. Click the triangle to the left of the NRS searches. Click the green Replace button

to the right of the Table 5 option.

Select the current FY reporting system year. Once the table loads, click the number in the cell for Employment Second Quarter after exit, Column B. This is all non-correctional/institutional NRS participants who exited in the reportable time frame. Some of these may already have their follow-up completed. To remove those, run a very similar search. Go to Searches>NRS>Table 5 but this time click the green Add button to the right of the Table 5 option. This time, click the number in the cell for Employment Second Quarter after exit, Column C. This is all non-correctional/institutional NRS participants who exited in the reportable time frame **and** already have a follow-up record entered.

Core Follow-up Outcome Measures		Number of Participants who Exited	Number of Participants who Exited Achieving Outcome or Median Earnings Value	Percent Achieving Outcome	Periods of Participation		
(A)	(B)				(C)	(D)	(E)
Employment Second Quarter after exit*		9	0	0	12	0	0
Employment Fourth Quarter after exit*		9	1	11.1	12	1	8.3

Now click the “And” button between the two green Table 5 tiles to change it to “And Not.” This is all non-correctional/institutional NRS participants who exited in the reportable time frame and do not yet have a follow-up record entered. You can conduct follow-up based on their Left Date and enter the data for follow-up.



If desired, use Custom Views to add a Contact Info view with the student’s contact information, or create a custom view that has their contact information plus fields that could assist you in conducting effective employment follow-up. This might include fields such as

- Family Income Range- if you collect income at the time of entry, it is easier to follow-up after exit
- Employment Status
- Left Date
- Additional contact information fields

Conduct the follow-up and add the data to the student record. Employment follow-up is added in the History tab>Work History panel. Click Add New Record, as a new record must be added for the 2nd quarter follow-up and the 4th quarter follow-up. **Do not just edit the existing record; add a new record, even if the employment status is the same as the entry record.**

Black, Frank

Student ID: 74320 Intake Date: 1/1/2013
 Overall Status: Enrolled Left Date: 10/17/2016
 Program: Adult Ed-Basic Student Keyword: No Value Entered

History

Work History

+ ADD NEW RECORD EXPORT


	Start Date	Employment Status	Occupation	Description	Employer Name	Type of Employer	Employer Address	Employer Contact	Salary	Earnings
<input type="checkbox"/>	01/01/2013	Employed-Full	Human Resources Managers		Marriott	Hospitality	345 K Street	202-131-5167	\$18	

When you click Add New Record, a pop-up window will appear, allowing you to enter the follow-up employment information.

You must enter the following fields for the data to correctly populate Table 5 for 2nd quarter employment follow-up:

- Start Date
- Employment Status
- Earnings
- Earnings Period

Add New Work History Record

*Start Date: 

Start Date is Required

*Employment Status:

Occupation:

Description:

Employer Name:

Type Of Employer:

Employer Address:

Employer Contact:

Salary:

Earnings:

Earnings Period:

Earnings Number Hours:

Quarterly Earnings:

The Start Date ***should not be*** the date they actually started that employment, but should instead be a date that is within the correct follow-up period (two quarters after exit). Typically, this is the contact date when you obtained the information, although if you are doing retroactive data entry, the Start Date should be a date within the correct follow-up quarter.

EX: If a student exited 6-17-20, the follow-up should be done sometime between 10-1-20 and 12-31-20, as that quarter would be two quarters after the student's exit date. Use the provided chart to determine the appropriate quarter for follow-up and select any date within the follow-up quarter range as the Start Date.

Enter the Employment Status, even if it is the same, then enter the Earnings and Earning Period, which will then automatically convert the earnings into Quarterly Earnings for Table 5 population. **You must enter a non-zero amount in Earnings if the student is employed; a \$0 earnings record will not count as an obtained employment outcome.**

Attempt to learn earnings through student report, or through estimated knowledge of that occupation, and feel free to use ranges if the student will not give an exact earnings amount. Although we want the information to be as accurate as possible, always be sure to put something other than \$0 even if you are not 100% of their exact earnings. Using a site such as salaries.com or glassdoor.com, or estimating based on position are recommended, or using minimum wage if you cannot get an estimate. The database is calculating median quarterly wages, not exact or average earnings.

You can enter additional information regarding the employment, as desired or based on state policy.

To verify that the employment follow-up information has correctly populated for inclusion on Table 5, go to the student's Outcome tab>PoP Summary>Measurable Outcomes panel. View the Employed 2nd Quarter (Outcome Measure) and 2nd Quarter Earnings (Outcome Measure) columns to verify that the follow-up information has correctly populated. Remember that the information will not populate Table 5 until a new FY Summary is run for the student, and the data entered may not affect the current FY Table 5, depending on the time frame for which you are conducting follow-up.

The screenshot shows a student dashboard for 'Black, Frank'. The 'Outcomes' tab is selected, and the 'PoP Summary/Measurable Outcomes' table is displayed. The table has the following data row:

FY PoP	Start Date	End Date	Instruct Hours	Subject Area	Entry Level	Exit Level	Left Date	Enrolled PS Ed/Trng (MSG)	EFL Gain (MSG)	Attained SSD (MSG)	Employed 2nd Qtr (Outcome Measure)	Employed 4th Qtr (Outcome Measure)	2nd Qtr Earnings (Outcome Measure)	Attained SSD (Outcome Measure)	Enrolled PS Ed/Trng (Outcome Measure)	Emj w) (Ou Me
2016-2017 PoP 1	07/01/2016	10/17/2016	109	Reading	ABE L4	ABE L4	10/17/2016	No	No	No	Yes		\$11,250.00			

Students will continue to show in the Dashboard Student Alert until the next quarter begins -or- their record is updated with a positive Work History with a non-zero Earnings and a Start Date in the correct quarter. This means that Unemployed, Not Looking for Work, Unavailable for Work, Retired, and Not in Labor Force students will continue to display even if you have correctly updated their record, in case they do get a job prior to the follow-up period.

Employment Fourth Quarter after Exit:

- In 2020/2021, Column B (Number of Participants who Exited {with evidence indicating inclusion in this outcome}) will populate with all non-correctional/institutional NRS participants who exited the program **between 1-1-19 to 12-31-19**, regardless of Employment Status.

All other information for 4th quarter follow-up would be the same as 2nd quarter follow-up, with the following exceptions:

- You do not need to collect median earnings in the 4th quarter follow-up
- Use the 4th quarter follow-up rows instead of the 2nd quarter rows
- The provided follow-up quarter chart contains the corresponding follow-up quarter for both 2nd and 4th quarter follow-up

Follow-up should be done at least quarterly. The Dashboard Student Alerts display students who exited four quarters ago, but the alert will update with a new list of students at the start of each new quarter on 7-1, 10-1, 1-1, and 4-1. Students will remain on the Alert as requiring survey until they show a positive outcome (have an Employed record with a Start Date in the correct quarter of follow-up) or until the new quarter begins.

Median Earnings 2nd Quarter After exit

For this row, Column B will be automatically populated based on the participants who populate the Employed 2nd Quarter after Exit row **and** have a non-zero quarterly earnings record entered. Column C will display the median earnings for those in Column B. The Percent Achieving Outcome column will always be blank, as this measures the median earnings for the participants populating this section rather than being a percentage-based number.

Table 5 is Period of Participation based and students required 2nd and 4th quarter follow-up for employment outcomes for EACH period of participation.

Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in Postsecondary Education or Training within one year of exit

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).

- For the 2020/2021 FY, Column B (Number of Participants who Exited {with evidence indicating inclusion in this outcome}) will populate with all non-correctional/institutional NRS participants who:
 - Exited the program between 1-1-19 to 12-31-19 **-and-**
 - 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 *all subject areas* 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.

To conduct follow-up for this educational outcome, you can use several different methods available in LACES. Follow-up is only required annually, but you can conduct surveys as often as you feel is appropriate.

The **Dashboard** contains a Widget called Student Alerts, which you can add to your Dashboard by clicking on the Widget Library and clicking on the Student Alerts. The Student Alerts widget has several rows relevant to the combined Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in Postsecondary Education or Training within one year of exit -or- Employed within one year of exits rows.

Dashboard PRINT

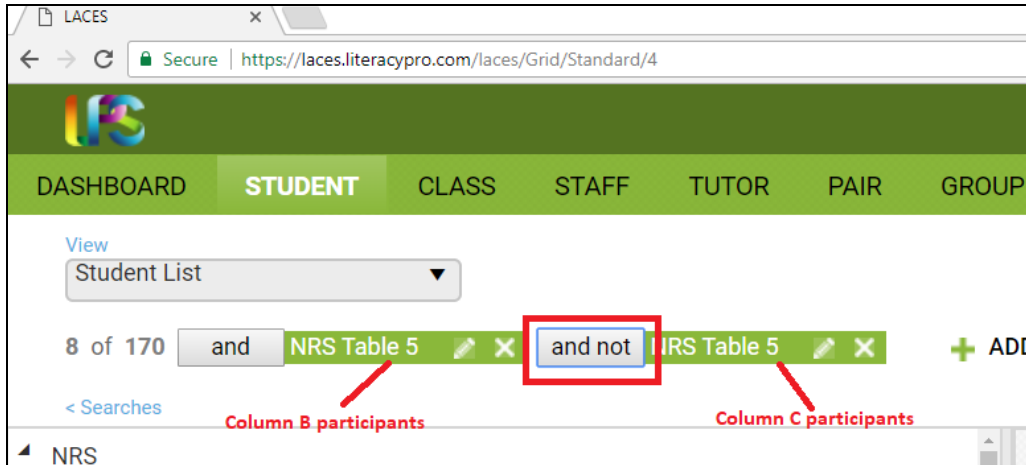
[> Widget Library](#)

ALL		
Students requiring survey for 2nd quarter employment with median earnings - No SSN		1
Students requiring survey for 4th quarter employment - ALL		1
Students requiring survey for 4th quarter employment - No SSN		1
Students requiring survey for Attained a SSD/Recognized Eq. and enrolled in PS Ed/Trng		9
Students requiring survey for Attained a SSD/Recognized Eq. and Employed		9
Students requiring survey for Attained a SSD/Recognized Eq.		9
Students requiring survey for Enrolled in PS Ed/Trng with Attainment of SSD/Recognized Equivalent		0
Students requiring survey for Employed with Attainment of SSD/Recognized Equivalent		0

You can also open the Table 5 search. Go to the Student grid and click the blue Searches link on the left-hand side of the screen. Click the triangle to the left of the NRS searches. Click the green Replace button to the right of the Table 5 option.

Select the current FY reporting system year. Once the table loads, click the number in the cell for Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in Postsecondary Education or Training within one year of exit, Column B. This is all non-correctional/institutional NRS participants who exited in the reportable time frame. Some of these may already have their follow-up completed. To remove those, run a very similar search. Go to Searches>NRS>Table 5 but this time click the green Add button to the right of the Table 5 option. This time, click the number in the cell for Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in Postsecondary Education or Training within one year of exit, Column C. This is all non-correctional/institutional NRS participants who exited in the reportable time frame **and** already have a follow-up record entered.

Now click the “And” button between the two green Table 5 tiles to change it to “And Not.” This is all non-correctional/institutional NRS participants who exited in the reportable time frame and do not yet have a follow-up record entered. You can conduct follow-up and enter the information for students who have attained this outcome. If the student has not attained the outcome, you do not need to enter anything, as there is no longer a requirement to meet a percentage of survey results.



Use Custom Views to add a Contact Info view with the student's contact information and conduct the follow-up and add the data to the student record.

Educational outcome data for this outcome is added as a two-step process.

First, the student must show evidence of attainment of the secondary school diploma/recognized equivalent. This is evidenced when the state does the data match or through HSE integration and does not get manually entered at the program level.

With the attainment of the secondary school diploma/recognized equivalent entered, you can then proceed to enter the additional information for the enrollment in post-secondary education or training.

- Go to the student's Education tab
- Click the Postsecondary Education or Training panel
- Click +Add New Record
- In the provided pop-up window, enter *at least* the two required fields (you may fill out additional fields as desired or based on state policy, but you must have these four):
 - Type
 - Enroll Date- the Enroll Date **must** be after the exit date from the adult education program

Attained a Secondary School Diploma/Recognized Equivalent and Employed within one year of exit

This outcome has all the same requirements as Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in PS Education/Training within one year of exit.

- For the 2020/2021 FY, Column B (Number of Participants who Exited {with evidence indicating inclusion in this outcome}) will populate with all non-correctional/institutional NRS participants who:
 - Exited the program between 1-1-19 to 12-31-19 **-and-**
 - 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 *all subject areas* 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.

Educational outcome confirmation data for this outcome is added as a two-step process.

First, the student must show evidence of attainment of the secondary school diploma/recognized equivalent. This is evidenced when the state does the data match or through HSE integration and does not get manually entered at the program level.

With the attainment of the secondary school diploma/recognized equivalent entered, you can then proceed to enter the additional information for the employment, based on the instructions provided above in the section related to employment outcomes. You do not need to survey separately for employment for this outcome if you have already surveyed for the employment in the 2nd or 4th quarter outcomes.

Attained a Postsecondary Credential while enrolled or within one year of exit

- For the 20/21 FY, Column B (Number of Participants who Exited {with evidence indicating inclusion in this outcome}) will populate with all non-correctional/institutional NRS participants who:
 - Exited the program between 1-1-19 to 12-31-19 **-and-**
 - Have a class enrollment with IETP/Credential indicated **-or-**
 - Show evidence of co-enrollment in adult education and postsecondary education programs *with an exit date indicating completion of the program.*

To conduct follow-up for this educational outcome, you can use the same methods described above.

To indicate attainment of a post-secondary credential:

- Go to the student's Education tab
- Click the Postsecondary Education or Training panel
- Click +Add New Record
- In the provided pop-up window, enter *at least* the required fields. (You may fill out additional fields as desired or based on state policy, but you must have these):
 - Type
 - Enroll Date
 - Exit Date (for non-IET students)
 - Credential Attained
 - Date Earned

Scheduled Services

One of the major WOIA changes is the concept of **Periods of Participation (PoP)**. While the student is enrolled and earning instructional hours without a 90+ day gap in activity, the student is in a PoP. Once the student completes all enrollments and leaves the program, or stops attending and is gone for 90+ days, the student begins a new PoP when they return.

However, a scheduled service by enrollment date or scheduled service start date overrides the 90+ day left rule.

The NRS states:

- Program exit occurs when the participant has not received services for the past 90 days and has no additional services scheduled. The date of exit is the last date on which the participant receives services.

How this works in LACES:

Scheduled Service	Rules	When to use
<p>Class, group, or workshop enrollment that is <i>scheduled</i> during a student's PoP but starts on a future date. The enroll date will be within the PoP but the enrollment start date will be in the future. Pairs are NOT scheduled services.</p>	<p>The scheduled service is based on the student <u>enroll</u> date in a class, group, or workshop - not the class or group start date.</p> <p>The scheduled service is in effect until 90 days after the class or group start date if the student <u>did not</u> earn instructional hours. The student will then be 'left' in the appropriate PoP. A future class or group enrollment may cross the fiscal year boundary.</p>	<p>Use if your agency creates <u>future</u> classes, groups or workshops, and you are allowed to enroll the students in advance of the class, group, or workshop start date. For example:</p> <ul style="list-style-type: none"> ▪ A student was in a PoP between 7/1 and 9/25 but is not currently enrolled. ▪ The student plans to return after the first of the year. ▪ Classes, groups, and workshops that do not begin until the new year are created with a start date in January. ▪ The student is then enrolled into these classes, groups, or workshops. ▪ The student must have an <u>enroll</u> date that falls within 90 days of the last PoP activity date, but the enrollment start date will be in January. ▪ The student will not be left if there is a gap of 90+ days without activity. However,

		<p>the student must earn instructional hours within 90 days of the enrollment start date.</p> <p><u>This is a <i>scheduled service</i>.</u> Pro: Staff/tutors assigned to teach these classes or groups can plan accordingly, since they know how many students will be attending. Con: Students may not return even though they are scheduled, and must either be deleted from the class or group, or the enroll status changed to Never Attended. This creates additional data entry and may affect student measurable outcomes follow up quarters.</p>
<p>Indicated by a 'Scheduled Service Start Date' entered in the student record at the Education tab/Education panel. This is the date a student is planning to begin a future service.</p>	<p>The scheduled service 'expires' 90+ days after that date if there has been no enrollment during that time, and the student will then be 'left' in the appropriate PoP. A Scheduled Service Start Date may cross fiscal year boundaries.</p>	<p>Use if your agency creates future classes or groups, but students are not allowed to be future enrolled. Or: If your agency does not create future classes or groups but needs a way to show that a student plans to return after a gap in activity. OR: If your agency creates future classes or groups, but students are not allowed to be future enrolled because of customized assessment rules. You want to indicate that a student will return but the student cannot be enrolled in a future class or group without a new assessment. (NOTE: check the User News at the '<ST> Customizations' link to see if your state or agency has customized assessment rules.) Pro: Allows you to indicate that a student plans to return but is not yet enrolled in a class or group, which prevents the student from being considered left. Con: The student may not return to be enrolled. If the student is not enrolled but is not considered left, you must remember to check the Scheduled Service Start Date field. The date can be deleted, but this may create additional data entry</p>

	may affect student measurable outcomes follow up quarters. Also, when this date is entered, the student overall status may be left, and a Left Date displays in the student header field, but the PoP summary record will NOT display a left date.
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Scheduled Service Start Date

1. This student entered the program on 9/12/2016 and his last hours date was 9/28/2016. That was the student's last activity in the PoP. It has been more than 90 days since 9/28/2016, so the student is left. Notice that the Left Date in the student header and the Left Date in the PoP summary record are the same.

Adams, Jim + ADD NEW STUDENT | - DELETE STUDENT RECORD

Student ID: 1234567 Intake Date: 9/12/2016
Overall Status: Left Left Date: 9/28/2016
Program: Adult Literacy Student Keyword: ABE

Student Data | Assessments | Enrollments | Hours | **Outcomes** | Demographics | Education | Services | History

Cohorts

Goals and Achievements

PoP Summary/Measurable Outcomes

<input type="checkbox"/>	Start Date ▼	End Date	Instruct Hours	Subject Area	Entry Level	Exit Level	Left Date	Completed
<input type="checkbox"/>	09/12/2016	09/28/2016	12	Math	ABE L4	ABE L4	09/28/2016	No

Now, assume that today's date is 3/24/2017. The student plans to return on 5/1/2017 but is not enrolled in a class or group. The date of 5/1/2017 is entered in the Scheduled Service Start Date field.

Education

*Intake Date: 9/12/2016

Last Enroll Date: 9/19/2016

Last Hours Date: 9/28/2016

Last Instr Hours Date: 9/28/2016 *H

Last Assess Date: 9/12/2016

Scheduled Service Start Date: 5/1/2017

The student is no longer considered left because he has a **scheduled service**. However, notice that his overall status is still Left and the Left Date of 9/28/2016 still displays in the student header, but his PoP summary record does NOT display a left date.

Adams, Jim

+ ADD NEW STUDENT | DELETE STUDENT RECORD

Student ID: 1234567

Overall Status: Left

Program: Adult Literacy

Intake Date: 9/12/2016

Left Date: 9/28/2016

Student Keyword: ABE

Student Data | Assessments | Enrollments | Hours | **Outcomes** | Demographics | Education | Services | History

Cohorts

Goals and Achievements

PoP Summary/Measurable Outcomes

<input type="checkbox"/>	Start Date ▼	End Date	Instruct Hours	Subject Area	Entry Level	Exit Level	Left Date	Completed
<input type="checkbox"/>	09/12/2016	09/28/2016	12	Math	ABE L4	ABE L4		No

Q: When will Jim be considered left in the PoP?

A: If Jim does not enroll in a class or group within 90 days of 5/1/2017 (approximately 8/1/2017), his original left date of 9/28/2016 will re-populate in the PoP summary record. **This may affect follow up for his outcome measures.**

If the date is deleted from the field, the left date will re-populate in the PoP summary record.

Scheduled Enrollment

1. Using the same student from the example above, the last activity in his first PoP was 9/28/2016. There is no date in the Scheduled Service Start Date field.
2. The student was, however, enrolled in a class that is scheduled to begin on 5/1/2017.
3. If the student's **enrollment date** in the class is within 90 days of 9/28/2017, he will not be considered left. In this example, his enrollment date was 10/15/2016, which is within 90 days of his left date of 9/28/2016.

View: [Change](#)

Select action:

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Enrollment Type	Match/Enroll Date	Start Date	End Date	Enrollment ID	Enroll Status	IETP
<input type="checkbox"/>	Class	10/15/2016	05/01/2017	06/30/2017	115920	Enrolled	
<input type="checkbox"/>	Class	09/06/2016	09/06/2016	10/03/2016	112970	Completed C...	No

Q: When will Jim be considered left in the PoP?

A: If Jim does not earn instructional hours within 90 days of the class start date, his original left date of 9/28/2016 will re-populate in the PoP summary record. **This may affect follow up for his outcome measures.**

You may delete Jim's enrollment record in the class if he does not return. When the enrollment is deleted, the left date will repopulate in the PoP summary record.

It is important to utilize Scheduled Services only as directed by your state policy. When a student has a scheduled service, they are not exited unless the scheduled services requirements have not been met. This is important for employment and educational outcomes follow up. Make sure you are following your state policy regarding scheduled services.