



**SOUTH BAY
CONSORTIUM *for*
ADULT EDUCATION**

Opening doors for adult learners

SBCAE Data Study Session

April 26, 2024

Discussion Outline

Welcome

News & Updates

2023 Quarter 3 Data Dive

Equity Walk With Launchboard Data

End User Guide

News & Updates

Resources

CAEP Accountability Update and Data Dive

- Brought Jay Wright from CASAS to our Data Community of Practice Meeting to:
 - Evaluate Progress and Outcomes related to CAEP Enrollment, Instruction, Persistence and Postsecondary Outcomes.
 - Provide suggestions to monitor student progress and outcomes
 - Analyze TE reports to monitor agency and consortium level goals



Resources

SBCAE Fact Sheets

- Updated drafts released, any further updates please let me know
- [SCAE had a cool idea..](#)

End User Guide

- Guide is complete and reviewed by clerks through page 7
- There are gaps needed to be filled with the guidance of end users on the rest of the document
 - Questions will add sections and guidance

Dates to Keep in Mind

Data Study Sessions (Tentative 24/25 School Year)

- September 13, 2024
- November 15, 2024
- February 7, 2025
- May 9, 2025

Community of Practice Meeting Dates (Tentative 24/25 School Year)

- September 5, 2024
- November 7, 2024
- February 6, 2025
- May 1, 2025

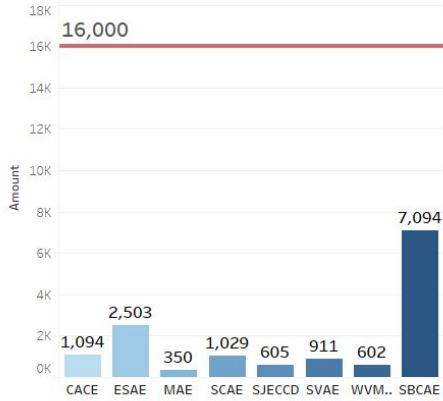
Important Dates

- April 30, 2024
 - Q3 CASAS Data Due
- June 30, 2024
 - End Quarter 4
- Jul 15, 2024
 - Student Data due in TOPSPRO (Q4) FINAL

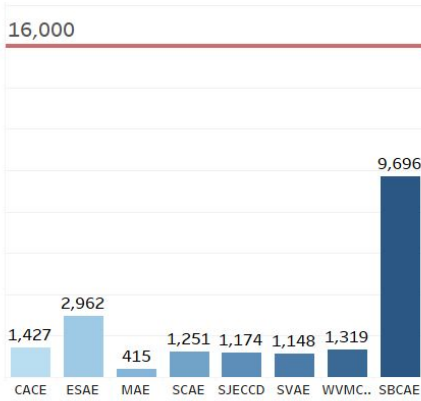
2023-24 Quarter 3 Data Dive

Headcount of Individuals Served - Quarter 3 2023-24

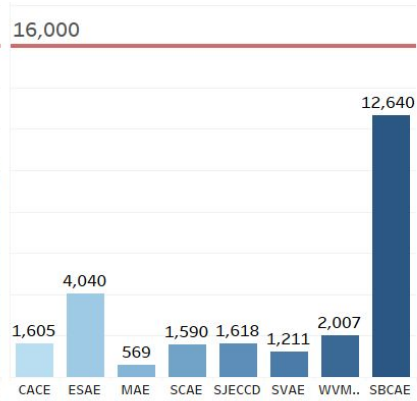
Individuals Served Q1 (22-23)



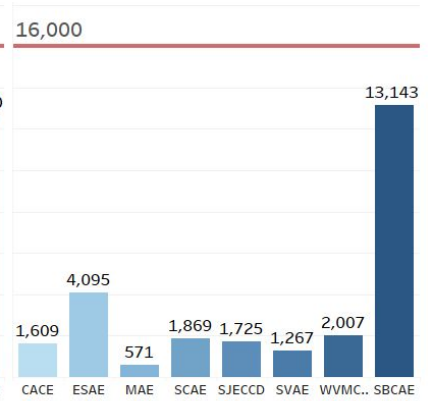
Individuals Served Q2



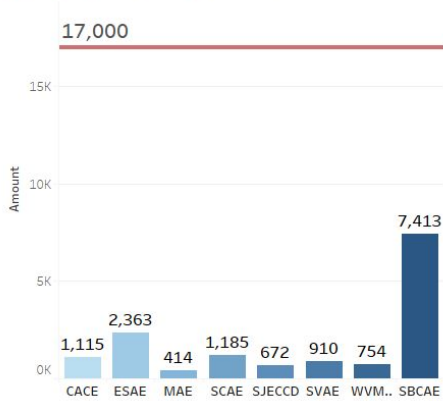
Individuals Served Q3



Individuals Served Q4



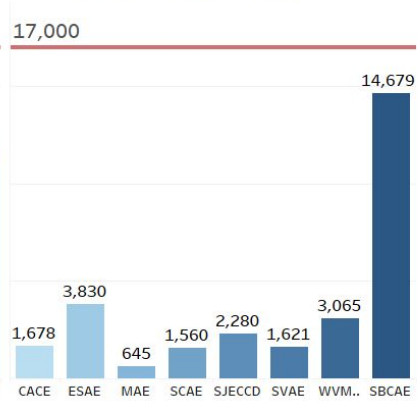
Individuals Served Q1 (23-24)



Individuals Served Q2 (23-24)



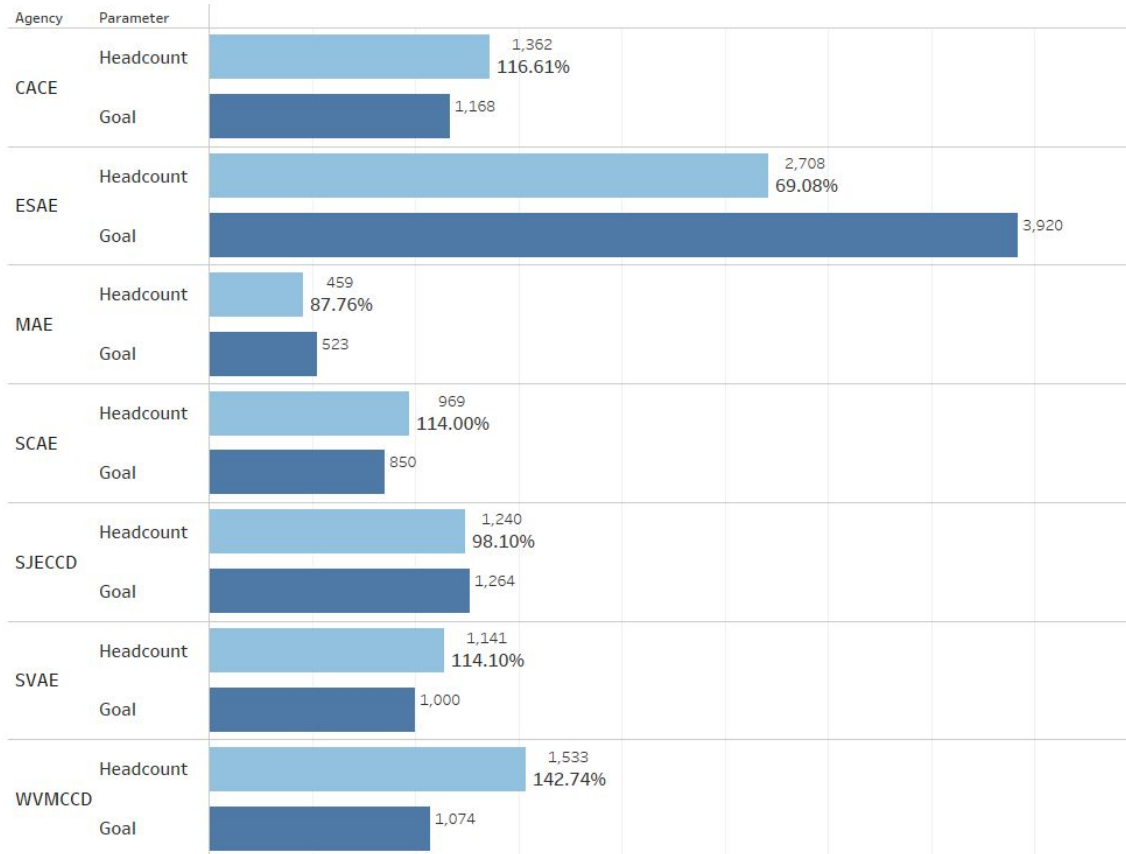
Individuals Served Q3 (23-24)



College "Service Only" Students are not captured

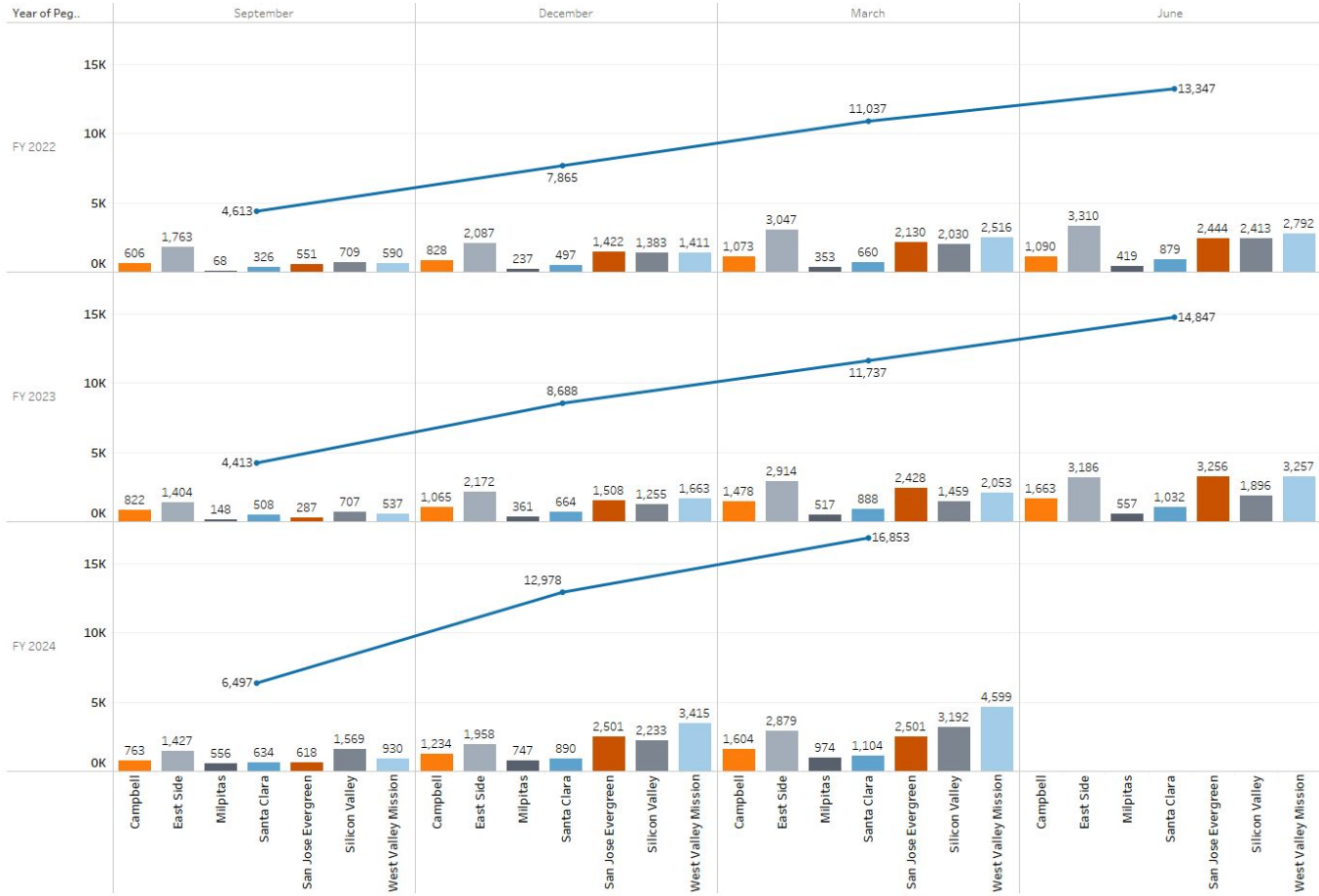
Headcount of Participants Compared to Goal - Quarter 3 2023-24

Participants



**Has
engagement
seemed higher
this year so
far?**

CAEP Program - Seatcount (Duplicated) Participant Enrollment - Q3 2023-24



Data Equity “Walk”

What is a “Data Equity Walk” and how do we walk the walk?

- **“Walk” is a facilitation Technique to support the identification of equity gaps and subsequent planning**
- **Leverage [Adult Ed Pipeline](#) and [CAEP Fact Sheets](#)**
- **We ask targeted questions (we won’t answer all of these today)**
 - What characteristics define the populations engaged in the programs we currently offer?
 - How many and what type of students are in which programs?
 - What outcomes do our current students achieve?
 - How do student outcomes compare across different student populations and programs?
 - Are particular demographic groups achieving outcomes at higher rates than others?
 - How do our outcomes compare to state averages?
 - Are graduates earning a living wage for the region?

Can we boil all that down?

- **What is the problem?**
- **What barriers exist?**
- **For whom?**

Do our demographics reflect our community?

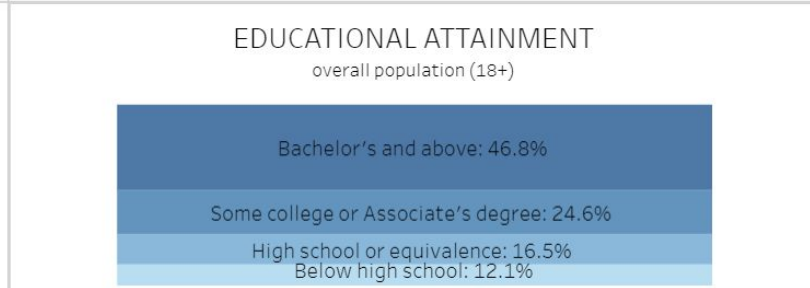
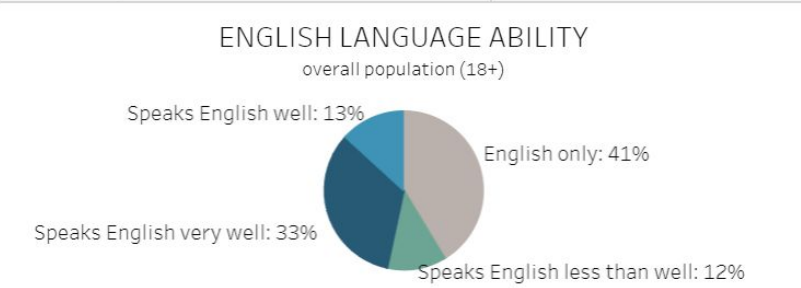
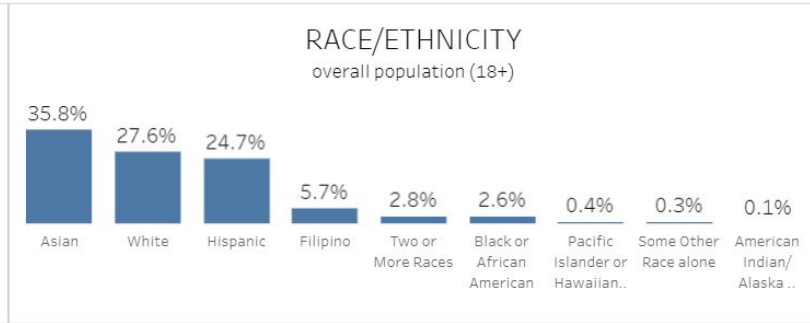
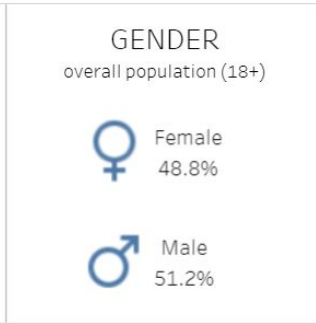
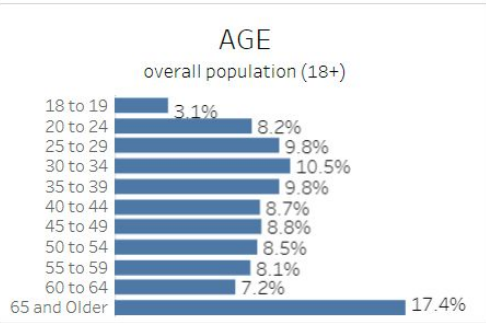
American Community Survey 2022 Demographic Data by Key Subgroup

Select a Consortium

South Bay Consortium for Adult Edu... ▾



<p>At a glance</p> <p>Click an icon to see the demographics for a selected population</p>	<p>1,063,325</p> <p>Overall population (18+)</p>	<p>115,501</p> <p>Adults w/disabilities</p>	<p>539,482</p> <p>Foreign-born</p>	<p>127,450</p> <p>Limited English</p>	<p>125,419</p> <p>Near poverty or less</p>	<p>129,045</p> <p>No high school diploma</p>	<p>34,730</p> <p>Unemployed</p>	<p>3,576</p> <p>Disconnected youth*</p>
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American Community Survey 2022 Demographic Data

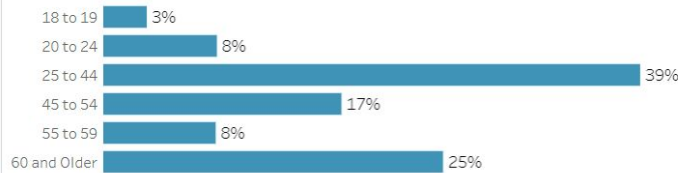
Overall Population

1,063,325

Total Population by Demographic Group

AGE

overall population (18+)



GENDER

overall population (18+)



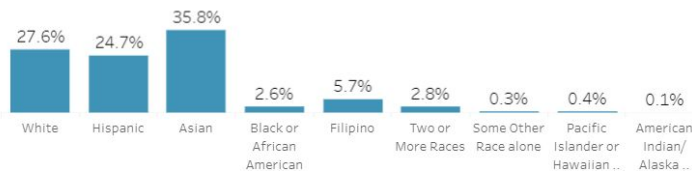
Female
48.8%



Male
51.2%

RACE/ETHNICITY

overall population (18+)



Adult Education Pipeline 2022 Demographic Data

Total Individuals Served

10,813

Participants with 12+ Contact Hours

8,631

Data by Demographic Group

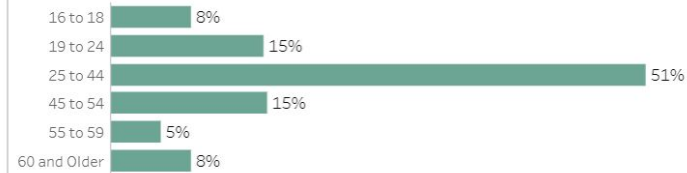
View data among:

Reportable Individuals

N = 10,813

AGE

Reportable Individuals



GENDER

Reportable Individuals



Female
63.2%



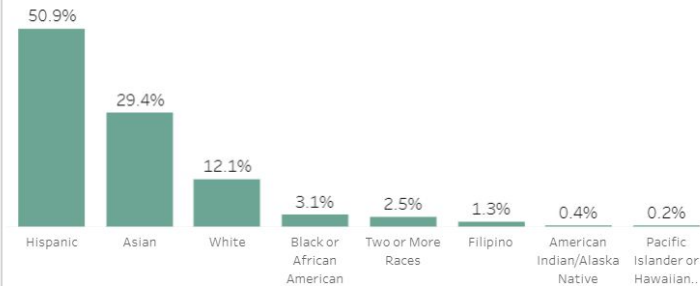
Male
36.7%



Non-Binary
0.1%

RACE/ETHNICITY

Reportable Individuals



Adult Education Pipeline 2022 Demographic Data

Total Individuals Served

10,813

Participants with 12+ Contact Hours

8,631

Data by Demographic Group

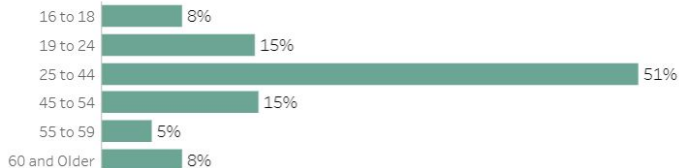
View data among:

Reportable Individuals

N = 10,813

AGE

Reportable Individuals



GENDER

Reportable Individuals



Female
63.2%



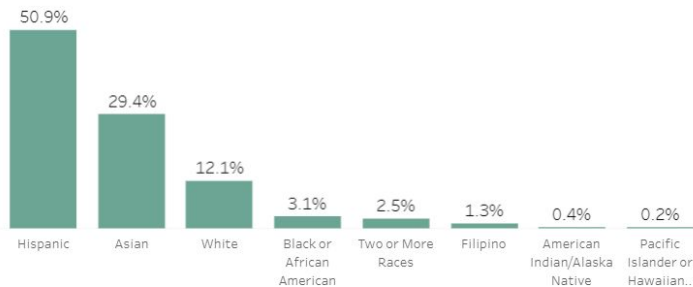
Male
36.7%



Non-Binary
0.1%

RACE/ETHNICITY

Reportable Individuals



Adult Education Pipeline 2022 Demographic Data

Total Individuals Served

10,813

Participants with 12+ Contact Hours

8,631

Data by Demographic Group

View

AEP Subgroup: Reportable Individuals

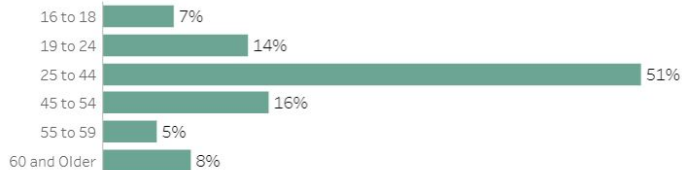
Population: 10,813

Instructional Contact Ho...

N = 8,631

AGE

Students with 12+ Instructional Contact Hours (Participants)



GENDER

Students with 12+ Instructional Contact Hours (Participants)



Female
65.3%



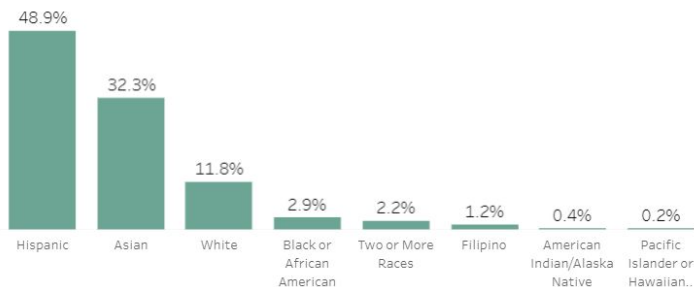
Male
34.7%



Non-Binary
0.0%

RACE/ETHNICITY

Students with 12+ Instructional Contact Hours (Participants)



What can we learn about our areas of focus?

TIME TREND & DEMOGRAPHICS

Time Trend ▾

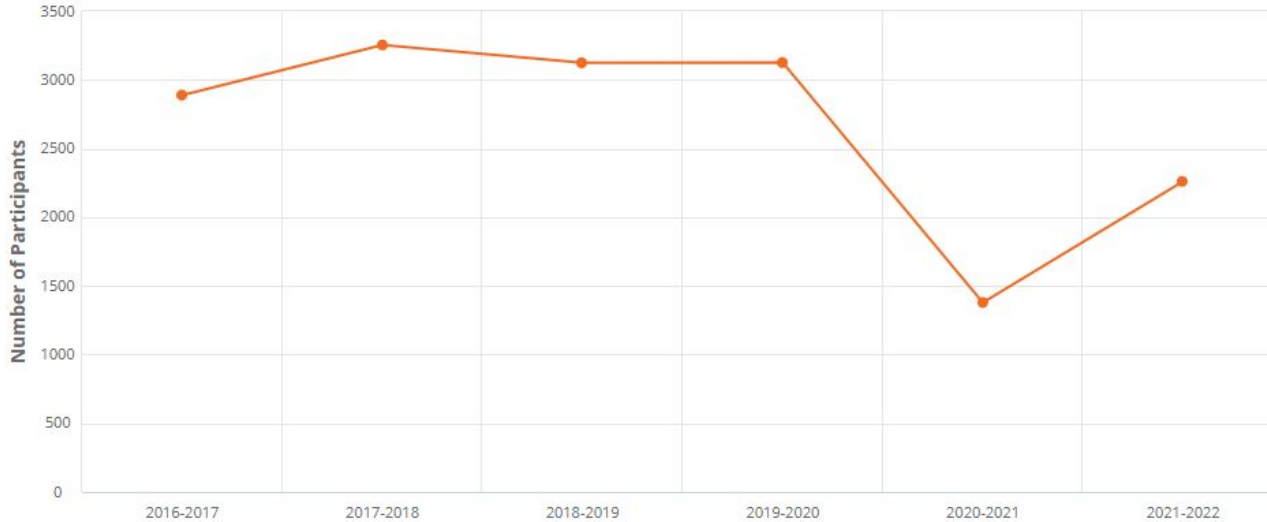
PROGRAM TYPE

ESL ▾

STUDENT TYPE

All ▾

● South Bay Consortium for Adult Education, 2020-2021



EFL Gains for ESL Students

2020-21

1,379 / 4,070

34%

2021-22

2,261 / 5,704

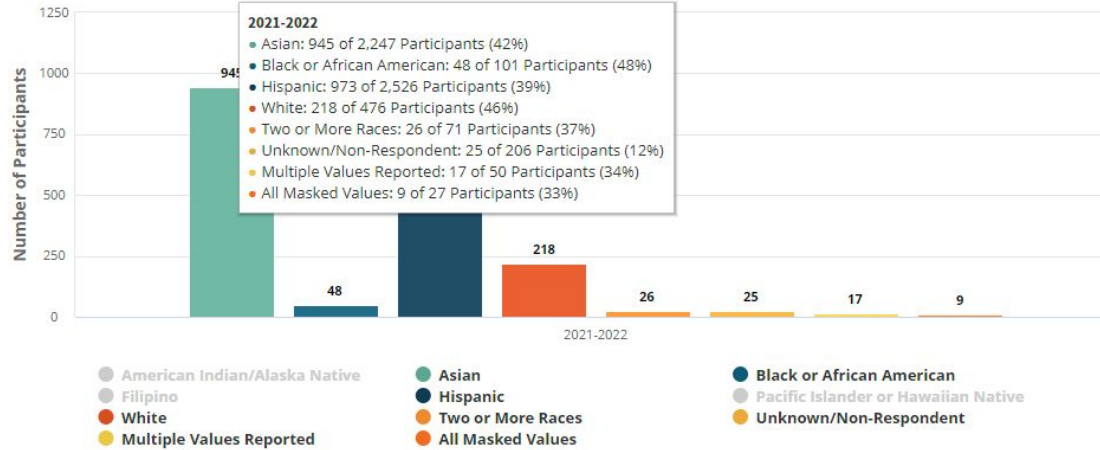
40%

What can we learn about our areas of focus?

TIME TREND & DEMOGRAPHICS: Race/Ethnicity
 PROGRAM TYPE: ESL
 STUDENT TYPE: All

Observations?

South Bay Consortium for Adult Education, 2021-2022



Race/Ethnicity	ESL Participants	EFL Gained	Percentage
Asian	2247	945	42%
Black or African American	101	48	48%
Hispanic	2526	973	39%
White	476	218	46%
Unk	206	25	12%

What can we learn about our areas of focus?

Adult Education Pipeline Transitions in 2021

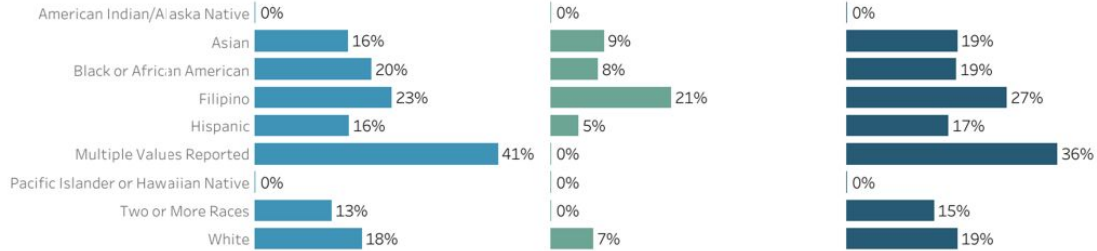
South Bay Consortium for Adult Education



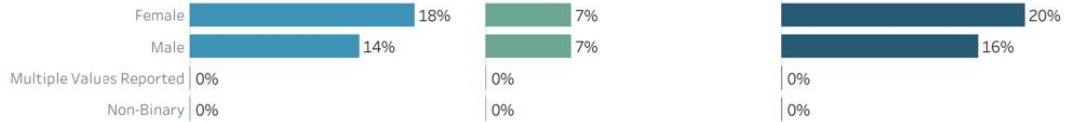
Observations?



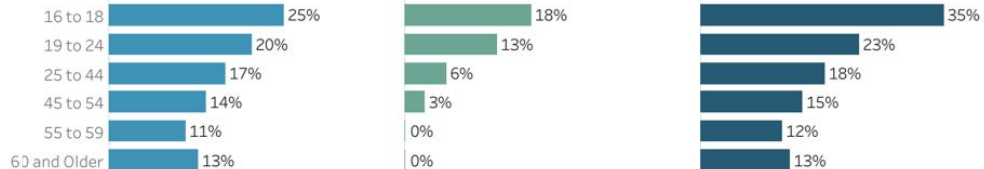
BY RACE/ETHNICITY



BY GENDER



BY AGE CATEGORY



There are many directions in which we could take this work

Program Area participation

Age / Gender

HSE/D Achievement

Transitions

Year over year comparisons

State average comparisons

Recommendations?

- **Focused effort with stated goals to discover equity gaps in 2024-25**
- **Incorporate addressing these gaps into 2025-28 Three-Year Plan**

End User Document

End User Data Document

Manageable consortium best practices guide

- Sections which are ready to use completely:
 - Why Good Data Practices are Important
 - How the Systems Connect
 - Where do I Start?
 - Data System Quick Start
 - Help
- Following sections are still in progress, but ready to use
 - Important Dates
 - How To / I Want To: Data Functions
 - Resources
- Generic for all adult schools in the consortium
 - East Side provided personalized notes to accommodate their users:
 - If you're interested to do the same, please forward documents to us
- Thanks to all who have reviewed, used, and added to rough draft

End User Document - Next Steps

May 2024

- Officially settle on pre-version 1.0 and released to Data Admin Group
 - Share with end users and begin utilizing

December 2024

- Finish filling in gaps and addressing end user questions
- Settle on official version 1.0

January 2025

- Available for updates
- Share out?

Goal is to engage agencies to assist us to modify / amend based on local processes

End User Document - Outline

Outline

SBCAE SIS End User Best Prac...

Why Good Data Practices Are ...

– How the Systems Connect

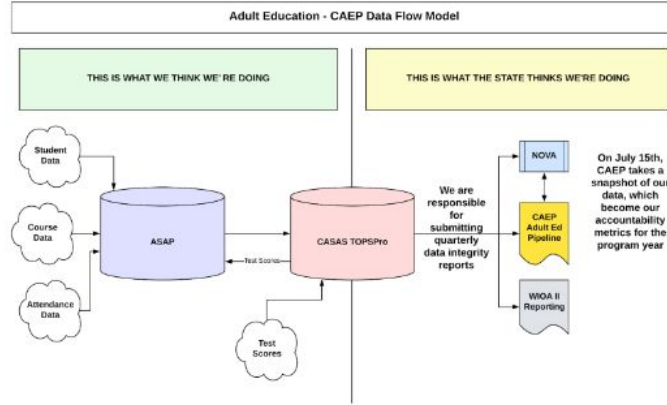
SBCAE SIS End User Best Practices

This document is intended to support the execution of important data and accountability functions of The South Bay Consortium for Adult Education (SBCAE) student information systems (SIS).

Why Good Data Practices Are Important

Schools rely on their data systems as the backbone of their operations and the roles played by staff who maintain the data are critical. Student information, course enrollment, attendance, grades and test scores are generated by operational processes and stored in these data systems. These data elements reflect the impact our institutions have on our students and our communities. Vitally, they are used to improve our practices and support our continued operations via funding and accreditation. Having good data practices and procedures ensure all of these important results can happen as smoothly and accurately as possible.

How the Systems Connect



ASAP is the main system of record for almost all student and course data. TOPSpro Enterprise (TE) is the system of reporting for The Workforce Innovation and Opportunity Act (WIOA) and California Adult Education Program (CAEP). The process of importing ASAP data into TE is the method by which data is reflected as accurately as possible to state and federal accountability structures.

End User Document - Outline

Where do I Start?

Get login access from the Dat...

Install TOPSpro Enterprise (T...

[Access ASAP \(Web Based\)](#)

Set up TE Scheduler (Into PAI...

Complete Testing Requireme...

Complete California Departm...

Where do I Start?

The following data systems, links, and testing information is not required for all staff.
Please consult your supervisor to determine which of these steps are needed for your position.

For additional instructions on installing and navigating data systems ⇒ [Data Systems Quick Start](#) ⇐

Get login access from the [Data Manager](#) at your agency to [TE](#) and [ASAP](#)
Once you have access from your Data Manager:

Install TOPSpro Enterprise (TE) software

Install TE by clicking here: [Installing TE in CA](#) and select [Install TE \(Web\)](#) from the left corner

Access ASAP (Web Based)

Log into ASAP here ⇒ [ASAP Connected](#)

Set up TE Scheduler (Into PAIRIN)

This process allows imports into PAIRIN (Also known as Community Pro & My Professional Journey)

- Only one person per adult school district should do this.
 - = Check the [PAIRIN DATA MANAGER LIST](#); this may be you.
- Click ⇒ [PAIRIN/Community Pro Instructions](#) for detailed instructions.

Complete Testing Requirements in CASAS (TOPSpro)

- Do I need to do this?
 - = Click here ⇒ [Assessment](#) for list of those required to test students at your agency.

In order to test students, you will need to have the following:

- Be able to log into CASAS system
- Have access to CASAS eTesting
- Have access to CASAS website
- Complete Proctor Certifications
 - = Must be signed in to ⇒ [CASAS Login](#) for the following links to work correctly
 - [Module 1: CASAS Implementation Basics](#)
 - [Module 2: CASAS eTests Implementation](#)
 - [CASAS eTests Proctor Certification](#)
 - [Proctor Remote Testing Agreement](#)
- Complete Coordinator Certification -
 - = Depending on site procedures, this may be optional. Check with site [Assessment](#) administrators.
 - [CASAS eTests Coordinator – Testing Management](#)

Complete California Department of Ed (CDE) Training Policy Requirements

Both implementation and accountability trainings must be completed by January 31
*Although the training is available for all, only one person is required to complete.

Each agency is required to take both trainings per school year.

- One CASAS Implementation

End User Document - Outline

Accessing and Navigating CA...

Set up TE Scheduler (Export T...

Help

ASAP Support Team

– [CAEP TAP \(Technical Assista...](#)

CASAS (TE) Technology Supp...

Data Team (SBCAE)

Useful links to save on your f...

Important Dates

California Adult Education Pr...

Frequency List

Planning Your Processes

How To / I Want To: Data Functi...

Export Data from ASAP to TO...

Help

ASAP Support Team

- Email: support@asapconnected.com
- Phone: 855-245-8048
 - We are the South Bay Consortium for Adult Education

CAEP TAP (Technical Assistance Project)

- Email: tap@caladulthood.org
- Phone: 888-827-2324
- Link: <https://caladulthood.org/TAP>
 - Start here for guidance on who can help

CASAS (TE) Technology Support Team

- Email: techsupport@casas.org
- Phone: 1-800-255-1036, option 2
 - We are consortium #51
 - Agency # is required when you call
 - Campbell - 9380
 - East Side - 1128
 - Milpitas - 5884 / 5885 (Jail Program)
 - Santa Clara - 1310
 - Silicon Valley - 1230

Data Team (SBCAE)

- Emails:
 - floresbr@esuhsd.org
 - richard.abare@sbcacoe.org

Useful links to save on your favorites:

- [ASAP Connected](#)
- [ASAP Typical Tasks Tutorials](#)
- [CASAS Login](#) (create account aside from TE log-in)
- [CAEP Homepage](#) (Subscribe to their newsletter)
- [CAEP & CASAS Registrations](#) - This link is a combination of both links below
 - [CASAS Training Registration \(TOPSpro\)](#)
 - [CAEP Technical Event Registration](#)
- [South Bay Consortium for Adult Education](#)

Until Next Time!