

CAEP Member and Consortium Exceptions Report

Purpose: The CAEP Member and Consortium Exceptions Report was created as a tool to assist members and consortia with improving the quality of their reporting of hours of instruction by program area, expenditures by program area and leveraged fund source expenditures. The report was done in response to one of the recommendations in the *Report on 2019-2020 Expenditures and Hours of Instruction*, which was “[t]he State CAEP Office should provide feedback to members on their reporting results, including unit cost estimates, prior to member submission of reports for PY 2020-2021.”

The report provides a summary of the report for each member, and totals for each consortium. The calculated cost per hour of instruction is provided for each program category. Statewide totals are provided on each page simply as a basis for comparison.

Description of Exception Flags: Red or yellow highlighting has been added to the report in certain cells to flag situations where the data may need to be reviewed. These flags are described below:

Red flags: Not valid entries. This includes the following situations:

- **Grand total hours of instruction equal zero.** Members without hours of instruction in any program category are not subject to the reporting requirement, so these members should not be reporting. The CAEP Office has removed from the report any member that it knows to be either functioning as a fiscal agent, or no longer providing instruction or services.
- **Grand total program expenditures equal zero.** Members without expenditures in any program category are not subject to the reporting requirement, so these members should not be reporting. The CAEP Office has removed from the report any member that it knows is no longer providing instruction or services.
- **Expenditures in a program category but no corresponding hours of instruction.** This flag is set for members who reported expenditures in a program category such as Short-term CTE but did not report any hours of instruction in that category. These situations are highlighted in red and flagged with a ‘Exp., No Hours’ message in the corresponding cost per hour of instruction line on the report.
- **Hours of instruction in a program category but no corresponding expenditures.** This flag is set for members who reported hours of instruction in a program category such as Short-term CTE but did not report any expenditures in that category. These situations are highlighted in red and appear as zeros in the corresponding cost per hour of instruction line on the report.

Yellow flags: Extreme values. This includes the following situations, that may indicate missing data or other inaccurate reporting:

- **Grand total hours of instruction less than 1,000 per year.**
- **Grand total program expenditures less than \$50,000 per year.**
- **Cost per hour of instruction less than \$3.00.** This is applied to each program category cost per hour of instruction.
- **Cost per hour of instruction great than \$200.00.** This is also applied to each program category cost per hour of instruction.