

CAEP 2022-25 Three Year Plan in NOVA

February 16, 2022

Chat Q&A

**Questions on the Three-Year Plan Template in NOVA**

**Q:** Any rough idea of when we can expect 2020-21 data in LaunchBoard?

***A:*** *May, 2022. You can use other source documents like TOPSPro or COMIS for 2020-21 data.*

**Q:** Could you repeat how/when the consortium governance document submission relates to Three Year plan submission?

***A:*** *You can't submit your three-year plan and certify it until your CFAD and governance documents are certified in NOVA. NOVA has to know who the certifiers are via the CFAD before the three-year plan certifiers are listed - they are the same.*

**Q:** Please clarify how a member that provides services but does not provide instruction should complete this section.

***A:*** *It’s really up to the consortium and what that member brings to the consortium. They might be providing services that are helping with student retention, student enrollment or transition. They might not be providing instruction but they are helping move that along. It’s up to the consortium to say what metrics this member is going to be focused on. They will set their own targets.*

**Q:** So unfunded members should enter zero?

***A:*** *It depends. Some members, although not funded, could be recruiting students and could be included in the target of increased enrollment. The choice to include them is up the consortium who knows the members and what they contribute.*

**Q:** Could you go over responsibility of unfunded voting members.

***A:*** *Unfunded voting members will have to approve the three-year plan, annual plan, allocation amendment and the CFAD. They do not complete the budget and workplan and fiscal reports because they have no funding. They have the option to complete the program area report, depending on if they provide services/instruction or not.*

**Q:** If we enter numbers for unfunded members, then will they be required to report on these later on?

***A:*** *Yes. If you enter targets for unfunded members, they will be required to give an update the following year on how they are doing.*

**Q:** For members funded but not providing instruction I’m assuming they will need to report on targets as well?

***A:*** *There are mandatory member metrics for all funded members. Those include percentage of funds spent, and number of adults served that become participants. Even if a member is not providing instruction, the services they provide will enable adults served to become participants. So ,yes, funded members not providing instruction, will need to report on targets.*

**Q:** Can all members view these pages in NOVA or only Fiscal Agent? There is only one editor?

***A:*** *Yes - all members can view the pages in NOVA. There is only one editor. The top listed Primary Contact for the consortium is the person who will have editing rights.*

**Q:** Are expenditures based on current reports for past funding years or at the close of the fiscal year?

***A:*** *Based on the close of the fiscal year. 2019-20 is based on reports that were closed and certified for that year.*

**Q:** Does the character count in each section include spaces and grammatical marks?

***A:*** *Yes, it includes letters, spaces, commas, periods, etc.*

**Q:** Is the data for the Regional Provider chart should be taken from the Program Area reporting, correct?

***A:*** *No, this is student data.*

**Q:** Will these Service Providers need to report or update later on? Or is this strictly just to measure type/level of adult ed services in region?

***A:*** *The goal of the Regional Service Provides table is to show the types and levels of adult education in the region. Using this data/information, the consortium will conduct an evaluation to determine whether it is sufficient to address the educational needs in the region, or where there are gaps in current services. There is no need to update this table later on.*

**Q:** Are these extra service provider agencies (outside of our consortium) are ones the we actually work with – not just providers that also provide services in our same area.

***A:*** *These are adult ed providers in the region that would impact your three-year plan (even if you don't work with them - as they still provide adult ed programs).*

**Q:** Will 2020-21 and 2021-22 data be imported in subsequent years, overwriting our data?

***A:*** *The LaunchBoard data will update as it becomes available. Your targets will not be overwritten.*

**Q:** Will the Actuals fields be open to us to enter the data we're pulling from our own systems?

***A:*** *No, unfortunately, the fields are not open to you to enter the data you are pulling from other systems. If you are using other data sources other than LaunchBoard - we suggest you have a tracking sheet that shows the data sources, the pats data, and the targets - and update this periodically.*

**Q:** Is there a reason some of the entry fields are flagged red?

***A:*** *A red flag denotes a required field. If it is red that means there is no data entered and it needs a value other than zero.*

**Q:** Why are some of the data fields pre-populated?

***A:*** *When we brought the student data over from LaunchBoard into NOVA, there were some member naming conventions that didn’t match up (different names in the different systems). The naming conventions have been fixed and all student data is now available for all members in NOVA.*

**Q:** Is the data pull for 2021?

***A:*** *No, the data pull is for program year 2019-2020. The 2020-2021 data will be available later this spring.*

**Q:** So percent of available funds are auto populated.

***A:*** *Yes, percent of funds spent come from the NOVA fiscal reports.*

**Q:** Which metrics are the optional ones?

***A:*** *This information is in the Guidance document. There are two Consortium level Metrics that are required: at least one Student Barrier must be selected and the number of adults served must be inputted. There are also two required Metrics at the Member level: the number of adults served who become participants and the percent of funds spent.*

**Q:** The Progess, Transition, Success and Employment and Earnings Metrics topics are optional?

***A:*** *Yes, within these four topic buckets there are 10 optional metrics members can choose.*

**Q:** Spending targets are per year? Example: percentage of 2022-23 funds that will be spent that year, or within the allowable carryover time?

***A:*** *The percentage of funds spent is per year. CAEP has three active years of funding (currently 2019-20, 2020-21, 2021-22). It will show the percentage spent for 2019-20, which should be 100%, the percentage spent for 2020-21, and the percentage spent for 2021-22.*

**Q:** When it asks for 2022-23 target in the metrics section of funds spent, is that what percent of the 2022-23 funds will be spent in the lifespan of the funds? Or just in that one year?

***A:*** *The metric for percentage of funds spent reviews how much of each year’s allocation that you have spent. NOVA liquidates expenditures on the first in first out basis – meaning the oldest funds are spent first. For example, member X receives $1M per year. Over the last 3 years they have spent $2.5M. The table will show for 2019-20 – 100% spent ($1M), for2020-21 – 100% spent ($1M), and for 2021-22 – 50% spent ($.5M). 1M+1M+.5M = 2.5M.*

**Q:** Is the percentage of funds spent on that metric or on all activities during the year?

***A:*** *It is on all activities during the year as reported in NOVA via your quarterly expenditure reports.*

**Q:** For the activities and outcomes section, how granular do you want us to be in there? Do you want us to list like 100 activities or is like five big strategies with some exemplar activities adequate in there?

***A:*** *This is going to tie to Annual Plan, your member Workplan and Budget, so for tracking purposes the consortium will likely want to reach a balance between what is practical for tracking purposes and how it is going to affect your budget. You will want to be specific enough because you are budgeting to that but you don’t want to be tracking hundreds of activities. It will be up to each consortium how many activities they decide to include.*

**Q:** Can you only select one item from the drop-down list?

***A:*** *No, you can select multiple. You select one at a time and it is added below. Then you can select another one, and it will be added.*

**Q:** Will those unpopulated historical actual boxes be opened up, so we can enter data prior to it being populated, or should we just keep that off to the side

***A:*** *No, those fields will not be opened up.*

**Q:** You mentioned keeping the template clean. If we want to upload student success testimonials. Is there a website or somewhere else we can upload it, since we can’t upload it in NOVA.

***A:*** *If you want to include it in your report, you can create your own local board or public official report with photos and student testimonials. You can take the text out of NOVA and put that into your three-year plan. If you don’t want to do that, you can still load student testimonials into the Model Programs on the CAEP website. That information will be released this spring. Additionally, if you have your three-year plan in a formatted document, you can always uploaded it in the Supporting Documents section and you can have it housed there.*

**Q:** Does that mean the Consortium Director is responsible for all activity?

***A:*** *No. When you click on the Add Person button and look at the drop-down list, your Member Representatives are listed, so you can select a Member Representative who is responsible for a particular activity.*

**Q:** When are the preliminary allocations expected and will these figures be updated in NOVA for the CFAD?

***A:*** *The preliminary allocation is already available in NOVA but the CFAD cannot be certified until we get the Governance section completed.*

**Q:** What are the targets for 1491 bill?

***A:*** *They are currently 15% but there are still hearings that have to be gone through, so stay tuned.*

**Q:** Is the percentage noted in 2020-21 available funds based on our first quarter budget submission or is it live based on any data entered into NOVA to date?

***A:*** *The percentage noted is as of Q4 2020-21, based on what you certified. If a consortium has already begun spending their 2021-22 funds, as you submit/certify your quarterly data, that information will be updated.*

**Q:** Is there a place to view the drop-downs for the metrics if you don’t have access to view them in NOVA?

***A:*** *They are listed in the Guidance Document.*

**Q:** 2020-21 funds are still being expended. They have not expired. So, what should the percentages be based on?

***A:*** *They should be based on Q4, for the entire year. Projections should be based on what you expect to see at the end of that fiscal year.*