

**CAEP Program Area Report 23-24 Office Hour**  
**November 13, 2024**  
**Q&A**

**Q:** When is this due?

**A:** It is generally due on December 1<sup>st</sup> on an annual basis. Because December 1<sup>st</sup> falls on a Sunday this year, the deadline has been extended to Monday, December 2, 2024.

**Q:** Do we put in exact amounts?

**A:** Yes, exact whole amounts of your expenses and hours of instruction. Decimals are not allowed in NOVA, so please round as appropriate.

**Q:** I'm new to the program, where should I go?

**A:** Log in to NOVA. Click on CAEP in the blue section on the left. Then click on the Program Area Report. Once that populates change the year to 2023-24 and select your consortium.  
<https://nova.cccco.edu/caep/program-area-reports?year=2024>

**Q:** In the TOPSPRO Enterprise (TE) reports it lists Workforce Preparation and in NOVA it is Workforce Reentry. Is that the same thing?

**A:** Yes, those are the same. Workforce Reentry was the original name however it was renamed Workforce Preparation.

**Q:** Can Workforce Reentry be renamed to Workforce Preparation in NOVA?

**A:** The state CAEP Office appreciates all feedback and suggestions. We will take this feedback into consideration as part of our continuous improvement efforts.

**Q:** Do we report EL Civics in the broader bucket of ESL?

**A:** Yes, please report all EL Civics in the ESL category.

**Q:** Can EL Civics be removed from NOVA since all of those hours are put into ESL?

**A:** The state CAEP Office appreciates all feedback and suggestions. We will take this feedback into consideration as part of our continuous improvement efforts.

**Q:** The Hours of Instruction prepopulated in NOVA are incorrect, what do we do?

**A:** Given the transition from Launchboard into DataVista in 2024, the availability of the 2022-23 adult education pipeline data has been delayed in NOVA at this time. Please note, the primary objective of the pre-populated data reflected in NOVA is for informational purposes only to inform members of the program areas with students enrolled that may require reporting of hours. We encourage members to use the most current dataset available, which may include TE or MIS, to retrieve 2023-24 data.

**Q:** Do you mean total hours of student attendance

**A:** Yes

**Q:** If we have a program that is supported by multiple funding sources, do we report all attendance for that program?

**A:** CAEP members must enter into NOVA their best estimate given the information/data from their local and state level systems. The CAEP Office encourages members to prorate as necessary when funding sources or programs overlap and are too difficult to separate. You can also use your attendance system or TOPSpro® to calculate a percentage model that could also assist in separating the funds.

**Q:** If we have an agency that does not receive CAEP, but runs programs under other funding sources (ELL Healthcare and private grant sources), do they need to report program hours?

**A:** Agencies that are not funded by CAEP are not required to complete this report as the legislative requirement is only intended for CAEP funded agencies. If the member does receive CAEP funding they will use the following reports: for K-12 - use the CASAS TE Report, and for Community Colleges use your 320 Report and prorate to your program areas. Please note, ELL Healthcare Pathways funding has separate reporting requirements in NOVA.

**Q:** If a TE Class Instance is assigned to two Program Areas, it would be split 50/50 in this report?

**A:** By default it splits 50/50. If you know that 50/50 is the wrong split, you will want to create two separate classes and allot the hours accordingly.

**Q:** We have started two new ELL Healthcare Pathways programs, which category will these hours be reflected in for 24-25 in the CASAS program TE report? CTE or workforce prep?

**A:** 100% of the learners in the ELL Healthcare Pathways are supposed to be EL learners, so they should all fall into ESL.

**Q:** How can we get the data on ELL Healthcare Pathways enrollments?

**A:** CASAS has a new option in Special Program Entries to report EL Career Pathways. However, EL Pathways is a special program, not an instructional program, so they will not be given their own category for CAEP Program Hours. They will all be filed under ESL hours. More guidance will be forthcoming on this subject.

**Q:** What should we be entering in the field for explaining hours of instruction for program areas with no Launchboard data available?

**A:** Please use this box to list the data source you used to populate your data. In addition, a checkbox is provided for institutions to check when they will not be reporting hours or leveraged funds. When checked, a narrative is required and the hours and funds entry fields are disabled. For those required to report, a 0 or greater value is required in every enabled field on the form. At least 1 instructional hour must be reported in any of the program areas. Reporting all zeros is not permitted.

**Q:** Where do we include ELL Grant Funds in Leveraged funds? Other State grants?

**A:** 'Other' State Grants is where you can list ELL Grant funding.

**Q:** ELL Healthcare students can be in two programs in TE, correct? ESL and CTE?

**A:** Yes, you can mark more than one instructional program in TE. Yes, potentially ELL Healthcare students could be in both programs.

**Q:** So, are we using the EL Career Pathways or not on the special program entries?

**A:** In TE, there is a new reporting category to capture ELL Healthcare Pathways student data. The category is EL Healthcare Pathways. This is intended for grantees of the ELL Healthcare Pathway funding. For leverage funds - if you have an ELL Healthcare Pathways grant - you can report it under Other State grant.

**Q:** Does IELCE get combined with ESL as well?

**A:** Yes IELCE is 100% ESL just like the other ELC focus areas

**Q:** The locale search feature does not work when you type something. (data vista)

**A:** It should work if you type the locale and press Enter

**Q:** What does YoY stand for?

**A:** Year over Year

**Q:** What is DATA Vista?

**A:** DataVista (see [link](#)) is the new data and metrics platform from the California Community Colleges Chancellor's Office. DataVista is a publicly available website and statewide longitudinal metrics platform that displays student success and achievement metrics for both community college students and CAEP adult learners. DataVista provides the CAEP Scorecard report (formerly LaunchBoard Adult Education Pipeline), which includes key metrics reported to the legislature. It includes a variety of drilldowns by demographics and programs for each metric along with visualizations for each.

**Q:** My agency does not show any launch Board info.

**A:** The pre-populated Launchboard data reflected in NOVA is for informational purposes only. Therefore, if you do not see any data populated we encourage members to use the most current dataset available, which may include TE or MIS. You may also use the narrative box to detail the data source used to populate the data. If you are concerned about your agency data not showing up - check your TOPSPRO data to make sure it's being reported accurately.

**Q:** How is this Program Area Report used at the CCCCO and/or CAEP?

**A:** It's mostly used by consortia for planning purposes. The State is required to report this info to the legislature.

**Q:** In-Kind - Should it be the district's calculation?

**A:** Yes. The [Program Area Memo](#) also lists how to calculate in-kind using federal guidelines.

**Q:** For the leveraged funds amounts I will enter, should that be equal to the full allocation for that year, or the actual dollars spent in each program area? I'm referring to the 22-23 reports to get an idea of the ratios for this year, but we had a significant carryover from 22-23 into 23-24 so the two amounts would be very different.

**A:** You will enter the actual dollars spent in each program area, during that fiscal year, from all funding sources.

**Q:** Where do we find data for the leveraged funds at a college? Our noncredit is supported by other funding sources but finding accurate data for this report is hard.

**A:** The 2023-24 California Community Colleges Compendium of Allocations and Resources (in resource section below) will serve as an excellent resource. The Compendium can inform colleges and districts of the annual funding they are receiving, including allowable use of funds and the programs areas they are supporting. Once the necessary data is obtained, we encourage you to work with your fiscal department to determine which portion of each funding source is supporting noncredit program areas. If assistance is needed, please email TAP and NOCE, [ccctap@noce.edu](mailto:ccctap@noce.edu).

\*\* Jen Wilson from Grossmont shared an excel worksheet that assists with mapping out the leveraged funds. Link provided in the resource section below.

## **Steps to Access the CAEP Program Hours Report from TE**

The CAEP Program Hours report shows the overall number of hours by program for all CAEP Enrollees.

1. Use the TE Setup window to display hours using different areas.
2. Select CAEP Program Hours in the Report Selection.
3. Use the TE Setup window to display hours using different program areas. Select "Use NOVA format for hours" to match NOVA Input.

## **Program Area Report Resources**

1. **Program Area Report Resources for Community Colleges from the CCCCO**
  - a. [Attendance Accounting and Residency | California Community Colleges Chancellor's Office](#)
  - b. [Reporting Portal | California Community Colleges Chancellor's Office](#)
2. **CAEP Program Hour Reporting 2023-24 Memo:**  
<https://caladulted.org/Administrators/22https://caladulted.org/Administrators/22>
3. **DataVista:** [https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)

4. **2023-24 California Community Colleges Compendium of Allocations and Resources**  
<https://www.cccco.edu/-/media/CCCCO-Website/docs/report/2023-24-compendium-of-allocations-resources-a11y.pdf>
5. **Program Area Report Template shared by Jen Wilson, Grossmont:** (will prompt you to make a copy before opening)  
<https://docs.google.com/spreadsheets/u/1/d/13Ez9MTrOIs8IPsnyw304nLRRa45DXJDBZvdMqHiCAHs/copy>