

CAEP Program Area Report 24-25 Office Hour

November 7, 2025

Q&A's

Due to the nuances of the K12 and the Community College systems, in order to complete these two exercises, CAEP members are expected to enter into NOVA the best estimate given the information/data from local and state-level systems. The CAEP State Office encourages members to prorate, when necessary, if funding sources or programs overlap and/or are too difficult to separate.

Q: Our TE report does not correspond to the NOVA reporting, how do we handle the differences, for instance, short-term CTE, Workforce Reentry?

A: You will report your data the way your data is extracted from your data source. If TE or MIS lumps all CTE into CTE and does not break it down into short-term vs. regular CTE, you will report it as your report shows it.

Q: The TE Program Hours Report shows different categories than the NOVA Program Area Report. NOVA asks for short-term CTE, but in AE, many programs are considered short-term CTE. What is defined as short-term CTE for CAEP?

A: Short-term CTE is a program that is a year or less, resulting in a certificate.

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: Where do the hours in the NOVA Program Hour Report under Workforce Preparation go?

A: These would go under Workforce Reentry.

Q: Also, in NOVA, pre-apprenticeship is X out, but if we have hours to report, do we go ahead and report.

A: The top portion of the Program Hours screen is meant to be informational only. This information is pre-populated from DataVista. This is where X's may be seen. This section is not editable. The State is working to update the top half of that page, but again, is only informational and not where you will enter your data. Just below that, however, is the same section that you are able to edit and can add hours if you have them. Please report any hours you have in the bottom half of that page.

Q: Will the ELL Pathway \$\$\$ be included in the report?

A: Yes, please list ELL Pathway funds under 'Other' State Grants.

Q: NOVA for Pittsburg gives the option of CTE and also Short-Term CTE and I am not sure where to put the CTE hours/expenses

A: It will be up to your site to determine if the classes offered are short-term (a year or less resulting in a certificate) or CTE (more than a year more resulting in a certificate).

Q: What are the differences between Short Term CTE, Workforce Reentry and Pre-Apprenticeship?

A: See the program area definitions as described in the AB104 legislation (and listed in this document). If you are unable to break out workforce reentry, pre-apprenticeship, or short-term CTE separately, you may report them all under CTE (<https://caladulthood.org/DownloadFile/1378>)

Q: How do we track hours of instruction for integrated courses (ESL/CTE, ASE/CTE, ABE, CTE, etc.)?

A: For K12/COEs - if a class is identified as integrated, the hours will be divided equally between the programs designated for that record. If not integrated or if the hours are split unevenly – the agency can create two classes, one for each instructional program represented. For Colleges, additional exploration is required to review how colleges are coding such courses

Q: We have an agency that has been going through transitions and they reallocated all of their funds last year. So they are funded, but they have zero instructional hours. What should they do?

A: If they reallocated their funds to another member that means they have no funds remaining and are not required to complete this report. They will check the box that says they are required to complete this report and then provide a narrative as to why (i.e. no funds).

Q: If we add hours in the areas that are shaded in NOVA (ex. short-term CTE) does that mean those hours will not show up on a DataVista report and make it appear that we do not have many hours in CTE? If so, isn't it better to just report it all as CTE in NOVA?

A: The system is not set up to categorize them under a particular bucket. You are self-reporting under each section, and it will stay captured that way. It will total the entire hours at the bottom.

Q: What is the definition of CSS?

A: CSS is Child School Success: programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.

Q: Is K12 Adult Ed Jail funds only ADA?

A: ADA would go under K12 adult ed jail funds. They could go under Other State Grants if you feel that is the better option for your agency.

Q: What is your definition of K12 adult ed jail funds? Our jails contract with us and pay for our services. Do we log that under K12 adult ed jail funds?

A: ADA would go under K12 adult ed jail funds and the funds from the jail would go under the contracted services.

Q: Do we need to identify what the additional state funds are (ex: ELL HC Grant) in a certain place?

A: PAR is specific to CAEP reporting. However, if a member agency receives ELL HP funds, then they can include under "other" state grants.

Q: Should it roughly match what we report in ECR Final for WIOA?

A: They will not align perfectly. For example, CALWorks isn't reported in ECR, but it is in the PAR.

Q: If the WR and Pre-apprenticeship are not showing up in Data Vista separately, should adult schools just code them as CTE and not break them out in TE?

A: If TE is able to break them out, we would like them reported broken out. The DataVista section is informational only. The data sources used to pull data are TE and MIS, which may break them down differently than DataVista.

Q: CTE hrs discussion: can't we also use the comments section to highlight what we've done or categorized this tricky reporting area?

A: Yes, you can.

Q: Is there a benefit for collapsing the CTE vs expanding it into the areas of it for legislators to view and make decisions?

A: It is certainly helpful to get a better assessment of these investments. However, member agencies can report where they best see fit and makes sense based on how they have been tracking this information and have data available.

Q: Is the 1 FTES = 520 instructional hours rule the same for both positive attendance and two-census sections?

A: Yes- 1FTES=525 Hours of instruction regardless of attendance method.