

# **LaunchBoard Adult Education Dashboard Data Element Dictionary**

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## Data Comparisons and Caveats

### What Types of Reportable Individuals/Participants Are Included?

Reportable individuals are people who are at least 18 years of age at the time of program entry and receive any support or instructional services at a K12 adult school or ROP that is part of an adult education consortium, or noncredit community college program.

Participants are counted within a program area if they are at least 18 years of age at the time of program entry and participate in 12 or more instructional contact hours in that program. Program areas are based on the four overarching program areas: English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE), and Career Technical Education (CTE) with several sub-populations defined by the Adult Education Block Grant (AEBG). Information is displayed by each program area and for all programs in the selected institution(s).

Demographic data is calculated for both reportable individuals and participants. All other outcome measures are only calculated for participants who had 12 or more instructional contact hours in a specific program area.

### Data Comparisons

In addition to providing institution-level views of each metric, the LaunchBoard Adult Education Tab provides users with the option to see consortium, regional, and state level roll-ups, and to compare institution-level data with data from previous years, consortium totals, region totals, and statewide medians. Data used in the comparisons are based on the same data source(s) and use the same methodology to derive the data. The following provides a brief description on each of the data types available.

- *Selected Year:* The selected year includes the following terms:
  - Adult schools – summer to spring terms
  - Community colleges - summer to spring terms
  - Employment data - first quarter is July-September, second quarter is October-December, third quarter is January-March, fourth quarter is April-June
- *Prior Year Comparisons:* Shows the data for all available years.
- *Consortium Comparisons:* Shows the annual total or median percentage value across all institutions in the same consortium as the selected institution.
- *Statewide Median Comparisons:* Shows the annual median value across all California K12 adult schools and community colleges.

- *Consortium Roll-Up*: Shows the annual total or median percentage across all California K12 adult schools and community colleges in the consortium.

## Data Sources

- Treatment of missing data is described in the notes section for each metric in the Data Element Dictionary.
- Community college metrics are based on records submitted to the California Community Colleges Chancellor's Office Management Information System (COMIS) by community colleges and records submitted to TOPSpro Enterprise (TE) by community colleges.
- Adult school metrics are based on records submitted to TE by K12 adult schools.
- Employment and earnings metrics are based on records in California's Employment Development Department's Unemployment Insurance (EDDUI) data. EDDUI data only contain wages for those employed in an occupation or industry covered by Unemployment Insurance in California. This excludes individuals employed by the military or federal government, and those who are self-employed, employed out of state, unemployed, or not in the workforce after completion of an award. The EDDUI data do not indicate how many hours an individual worked, or part time/full time status. Data is only matched for participants with a valid Social Security number.
- Living wage information is provided by the Insight Center for Community and Economic Development. Their living wage calculator can be viewed at <https://insightcced.org/>. Living wages are calculated based on a single individual in the counties associated with the Doing What Matters region where the adult education provider is located. Information on the Doing What Matters regions can be found at <http://doingwhatmatters.cccco.edu/Overview.aspx>.

## Adult Education Programs

### AE 100. English as a Second Language

<b>Description</b>	Programs that provide instruction in the English language to adult, non-native English speakers of English with varied academic, vocational, citizenship, and personal goals.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11=ESL/ELL
<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u>
<b>COMIS Calculations</b>	CB22 in (A, B)
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In K12 adult school, participants are those who were marked as enrolling in an English as a Second Language (including Vocational ESL) program.</li> <li>• In community colleges, participants were those who enrolled in one or more noncredit ESL or English Language Citizenship courses.</li> </ul>



### AE 101. Adult Basic Education

<b>Description</b>	Programs in basic skills provide instruction in foundational academic skills, such as reading, writing, and basic mathematics, as well as learning skills and study skills. These programs include courses that are below Low Adult Secondary Education/9 <sup>th</sup> grade level.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11=Basic Skills ABE
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u>
<b>COMIS Calculations</b>	CB22 =C Math: CB21=C English: CB21 in (D, E, F) Reading: CB21 in (C, D, E, F)
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In K12 adult school, participants are those who were marked as enrolling in an Adult Basic Education (ABE) program including vocational adult basic education (VABE).</li> <li>• In community colleges, participants are those who enrolled in one or more noncredit courses that are CB21 level D or below.</li> </ul>

## AE 102. Adult Secondary Education

<b>Description</b>	Programs in basic skills provide instruction in foundational academic skills, such as reading, writing, and basic mathematics, as well as learning skills and study skills. These programs include courses that are at the Low Adult Secondary Education/9 <sup>th</sup> grade level and above, and/or leading to a high school diploma, GED, or high school equivalency certificate.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11 IN (High School Diploma, High School Equivalency)
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u>
<b>COMIS Calculations</b>	CB22 =C Math: CB21 (A, B) English: CB21 in (A, B, C) Reading: CB21 in (A, B)
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In K12 adult school, participants are those who were marked as enrolling in an Adult Secondary Education (ASE) program.</li> <li>• In community colleges, participants are those who enrolled in one or more noncredit courses that were CB21 level A, B, or C in English or math.</li> </ul>

### AE 103. Career and Technical Education

<b>Description</b>	Programs designed to prepare adult participants to enter into the workforce.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11 IN (Career and Technical Education, Workforce Readiness, Pre-Apprenticeship)
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04 COURSE-CREDIT-STATUS</u>
<b>COMIS Calculations</b>	CB03 has a vocational flag and CB04=N
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"><li>• In K12 adult school, participants are those who were marked as enrolling in Career and Technical Education, Workforce Readiness, or Pre-Apprenticeship program.</li><li>• In community colleges, participants are those who enrolled in one or more noncredit courses with a vocationally flagged TOP code.</li></ul>

**AE104. SUBCATEGORY: Participants in Programs for Adults with Disabilities**

<b>Description</b>	Programs specifically designed to meet the needs of adults with disabilities. Courses may focus on the development of skills required for independent living and sustainable employment.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program Entry Record 13: Special Program
<b>TOPSpro Calculations</b>	Entry Record 11=Adults with Disabilities Entry Record 13 IN (Special Needs, Disabled) in any program area
<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u>
<b>COMIS Calculations</b>	CB22=E
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In K12 adult school, participants are those who were marked as enrolling in a program designed for adults with disabilities, including those marked in the Adults with Disabilities instructional program, or who indicated Special Needs under Special Programs.</li> <li>• In community colleges, participants are those who enrolled in one or more noncredit courses for persons with substantial disabilities.</li> </ul>

**AE 105. SUBCATEGORY: Adults with Disabilities Participating in ESL, ABE, ASE, or CTE**

<b>Description</b>	People with disabilities who are enrolled in general programs teaching reading, writing, and basic mathematics; learning and study skills; instruction in the English language to adult, non-native English speakers of English; or workforce readiness and technical skills required for employment.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program Entry Record 13: Special Programs Entry Record 14: Barriers to Employment
<b>TOPSpro Calculations</b>	Entry Record 11 IN (ESL/ELL, Basic Skills ABE, High School Diploma, High School Equivalency, Career and Technical Education, Workforce Readiness, or Pre-Apprenticeship) Entry Record 13=Special Needs Entry Record 14=Individual with a Disability
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04 COURSE-CREDIT-STATUS</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SD01 STUDENT-PRIMARY-DISABILITY</u>
<b>COMIS Calculations</b>	SD01 IN (A, M, V, H, D, B, L, P, O, U) and CB03 has a vocational flag or CB22 IN (A,B,C) OR CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00, 1701.00, 1501.00, or 1520.00) and CB04=N
<b>Time Frame</b>	In the selected year
<b>Notes</b>	In both K-12 and community college, participants are people with a disability who enrolled in ESL, ABE, ASE, or CTE courses.

**AE 106. SUBCATEGORY: Adults Training to Support Child School Success**

<b>Description</b>	Programs in this area provide education and training to adults, typically parents and community members, to help school-aged children succeed in school. Most often, these courses are found in K-12, and may take the form of short-term courses or workshops devoted to understanding school policy, child school assessment preparation (test-taking strategies and standards), parent-teacher relationships, or other related topics.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11=Adults Supporting K12 Student Success
<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u>
<b>COMIS Calculations</b>	CB22=F
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In K12 adult school, participants are those who were marked as enrolling in the adults supporting K12 student success program and participants enrolled in a program with a defined family goal related to instruction with a clearly definable outcome (such as increasing involvement in children’s education, reading more to child, or similar goal).</li> <li>• In community colleges, participants are those who enrolled in one or more noncredit courses that teach parenting skills such as parent cooperative preschools, classes in child growth and development and parent-child relationships.</li> </ul>

**AE 107. SUBCATEGORY: Workforce Entry and Re-Entry for Specific Populations**

<b>Description</b>	People with systemic barriers to economic success who enrolled in CTE programs, including adults 55 and older, participants with cultural barriers, displaced homemakers, English language learners, ex-offenders, foster care youth, individuals with disabilities, homeless, long-term unemployed, low-income, low levels of literacy, migrant farmworkers, seasonal farmworkers, those exhausting TANF/CalWorks within two years, and single parents.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Entry Record 5: Date of Birth Entry Record 11: Instructional Program Entry Record 13: Special Programs Entry Record 14: Barriers to Employment
<b>TOPSpro Calculations</b>	Entry Record 5=Date of Birth is over the age of 55 Entry Record 11=Workforce Readiness Entry Record 13=Older Adults Entry Record 14 IN (Cultural Barriers, Displaced Homemaker, English Language Learner, Ex-Offender, Foster Care Youth, Homeless, Long Term Unemployed, Low Income, Low Levels of Literacy, Migrant Farmworkers, Seasonal Farmworkers, Exhausting TANF with Two Years, Single Parents)
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04 COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SB27 STUDENT-CALWORKS-STATUS</u> <u>SD01 STUDENT-PRIMARY-DISABILITY</u> <u>SG03 STUDENT-FOSTER-YOUTH-STATUS</u> <u>STD1 STUDENT-AGE-AT-TERM</u> <u>SV03 STUDENT-VTEA-ECONOMICALLY-DISADV-STATUS</u> <u>SV04 STUDENT-VTEA-SINGLE-PARENT-STATUS</u> <u>SV05 STUDENT-VTEA-DISPLACED-HOMEMAKER-STATUS</u> <u>SV07 STUDENT-VTEA-CRIMINAL-OFFENDER-STATUS</u> <u>SV09 STUDENT-VOCATIONAL-MIGRANT-WORKER-STATUS</u> <u>SV11 STUDENT-HOMELESS</u> <u>SV12 STUDENT-LONG-TERM-UNEMPLOYED</u>

	<u>SV13 STUDENT-CULTURAL-BARRIERS</u> <u>SV14 STUDENT-SEASONAL-FARM-WORKER</u> <u>SV15 STUDENT-LOW-LEVELS-OF-LITERACY</u>
<b>COMIS Calculations</b>	<p><i>Coursetaking:</i>  CB03=4930.84, 4930.85, 4930.86, or 4930.87 and  CB21= A, B, C, D, E, or F and  CB04=N</p> <p><i>Student characteristics:</i>  CB22 in (J) or  EDDUI=Participants not found in the wage file for 27 weeks or more prior to enrollment or  SB27=2 or  SD01 IN (M, V, H, S, D, B, L, P, O) or  SG03=1 or  Min(STD1) for participants over the age of 55 or  SV03=1, 2, 3, 4, 5, 6, 7, 8 or  SV04=P or  SV05=D or  SV07=P or  SV09=M or  SV11=P or  SV12=P or  SV13=P or  SV14=P or  SV15=P</p>
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In both K-12 and community college, participants are people who were adults 55 and older, participants with cultural barriers, displaced homemakers, English language learners, ex-offenders, foster care youth, individuals with disabilities, homeless, long-term unemployed, low-income, low levels of literacy, migrant farmworkers, seasonal farmworkers, those exhausting TANF/CalWorks within two years, and single parents and enrolled in ESL, ABE, ASE, or CTE courses.</li> <li>• Changes in MIS: SV03 needs to be updated to include all WIOA categories, SV07 needs to be reactivated as the “Ex Offender flag”; SB27 needs to be reactivated as the “Exhausting TANF” flag; SV10-15 need to be created</li> <li>• Long-Term Unemployed can be extrapolated from EDDUI records until MIS is updated.</li> </ul>



**AE 108. SUBCATEGORY: Pre-Apprenticeship Training Programs**

<b>Description</b>	Programs offering pre-apprenticeship training designed to prepare individuals to enter and succeed in a Registered Apprenticeship program, conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards through an MOU.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11=Pre-Apprenticeship
<b>COMIS Data Source Elements</b>	SB23 STUDENT-APPENTICESHIP-STATUS
<b>COMIS Calculations</b>	SB23=2
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In both K-12 and community college, participants are people who enrolled in pre-apprenticeship programs.</li> <li>• Changes in MIS: SB23 needs to be amended to include a pre-apprenticeship option</li> </ul>

**AE 109. SUBCATEGORY: Integrated Education and Training Programs**

<b>Description</b>	Programs offering instruction that simultaneously provide adult education and literacy and workforce preparation and training.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Courses-level flags for Integrated Education and Training programs
<b>TOPSpro Calculations</b>	
<b>COMIS Data Source Elements</b>	<u>SG10 STUDENT-CAA-STATUS</u>
<b>COMIS Calculations</b>	SG10=2
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• In both K-12 and community college, participants are people who enrolled in programs that simultaneously combine adult education and literacy with workforce preparation and training.</li> <li>• Changes in MIS: SG10 needs to be amended to include an IET option</li> </ul>

## Program Size

### AE 200. Total Adults Served - Instructional Programs and Services

<b>Description</b>	The unduplicated number of participants who had one or more instructional contact hours and/or received support services in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program Update Record 8: Services Received Update Record 11: Hours of Instruction
<b>TOPSpro Calculations</b>	Entry Record 11 IN (ABE, ESL/ELL, High School Diploma, HSE, CTE, Adults w Disabilities, Pre-Apprenticeship, Adults Supporting K12 Student Success) Update Record 8 IN (Supportive, Training, Transition or Career Services) Update Record 11 $\geq 1$
<b>COMIS Data Source Elements</b>	<u>CB04 COURSE-CREDIT-STATUS</u> SD02 STUDENT-PRIMARY-DISABILITY-SERVICE-CONTACTS SS16 STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES SS17 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT SS18 STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICE SS19 STUDENT-NONCREDIT-EDUCATION-PLAN SS20 STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 > 1 and CB04=N or SD02>1 or SS16 IN (A) or SS17 IN (1) or SS18 IN (A) or SS19 IN (A) or SS20 IN (1)
<b>Value Type</b>	Distinct count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>K12 adult school participants are those who took 12+ instructional contact hours and/or</li> </ul>

	<p>received services</p> <ul style="list-style-type: none"> <li>Community college participants are those who took 12+ instructional contact hours and/or received noncredit student services or Disabled Student Programs and Services (DSPS)</li> </ul>
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**AE 201. Total Adults Served - Reportable Adults for Support and Career Services**

<b>Description</b>	The unduplicated number of reportable adults who received orientation, assessment, academic and/or career counseling/referral, as well as other related participant support services in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 8: Services Received
<b>TOPSpro Calculations</b>	Update Record 8 IN (Supportive, Training, Transition or Career Services)
<b>COMIS Data Source Elements</b>	SD02 STUDENT-PRIMARY-DISABILITY-SERVICE-CONTACTS SS16 STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES SS17 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT SS18 STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICE SS19 STUDENT-NONCREDIT-EDUCATION-PLAN SS20 STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES
<b>COMIS Calculations</b>	SD02>1 or SS16 IN (A) or SS17 IN (1) or SS18 IN (A) or SS19 IN (A) or SS20 IN (1)
<b>Value Type</b>	Distinct count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>K12 adult school participants are those who received supportive, training, transition, or career services.</li> <li>Community college participants are those who received noncredit student services or Disabled Student Programs and Services (DSPS).</li> </ul>

	<ul style="list-style-type: none"> <li>Changes in MIS: allow SS elements to be used for child school success participants.</li> </ul>
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### AE 202. Total Participants with 12+ Instructional Contact Hours

<b>Description</b>	The unduplicated number of participants who had 12 or more hours of instruction in the selected program in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 11: Hours of Instruction
<b>TOPSpro Calculations</b>	Update Record 11 ≥ 12
<b>COMIS Data Source Elements</b>	SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS
<b>COMIS Calculations</b>	SX05 equal to or greater than 12
<b>Value Type</b>	Distinct count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	

### AE 203. Headline for Where Are Participants Taking Courses

<b>Description</b>	<ul style="list-style-type: none"> <li>The unduplicated number of participants with 12 or more instructional contact hours in the selected year in the selected consortium</li> <li>The count of institutions that offered course in the program in the consortium</li> <li>Presented as: “{unduplicated count of participants with 12 or more instructional contact hours in the program in the consortium} participants took courses at {number of institutions offering 12 or more instructional contact hours in the program} institutions.”</li> </ul>
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program Update Record 11: Hours of Instruction
<b>TOPSpro Calculations</b>	Entry Record 11 IN (ABE, ESL/ELL, High School Diploma, HSE, CTE, Adults w Disabilities, Pre-Apprenticeship, or Adults Supporting K12 Student Success) Update Record 11 ≥ 12
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>

	<u>XB00 SECTION-IDENTIFIER</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12
<b>Value Type</b>	Distinct count of participants; count of sections
<b>Time Frame</b>	In the selected year
<b>Notes</b>	

**AE 204. Participants in the Consortium**

<b>Description</b>	The total number of unduplicated participants who had 12 or more instructional contact hours in a single program in the consortium
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program Update Record 11: Hours of Instruction
<b>TOPSpro Calculations</b>	Entry Record 11 IN (ABE, ESL/ELL, High School Diploma, HSE, CTE, Adults w Disabilities, Pre-Apprenticeship, or Adults Supporting K12 Student Success) Update Record 11 $\geq$ 12
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12
<b>Value Type</b>	Distinct count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	

## Participant Characteristics

### AE 300. Gender

<b>Description</b>	Among reportable individuals in the selected year, the number who were in specific gender categories when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 4: Gender
<b>TOPSpro Calculations</b>	Entry Record 4 IN (M, F)
<b>COMIS Data Source Elements</b>	<u>SB04 GENDER</u>
<b>COMIS Calculations</b>	SB04 IN (F, M, X)
<b>Value Type</b>	Rate and unduplicated count of reportable individuals identified as Female, Male, or Other
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Gender calculated based on the category reported in the last term of enrollment.</li> <li>• This metric is calculated for all reportable individuals who received services or took courses.</li> </ul>

### AE 301. Ethnicity

<b>Description</b>	Among reportable individuals in the selected year, the number who were in the WIOA ethnicity categories when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 8a: Ethnicity Entry Record 8b: Race
<b>TOPSpro Calculations</b>	Entry Record 8a=Hispanic Entry Record 8b IN (White, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native)
<b>COMIS Data Source Elements</b>	<u>STD10 Student – IPEDS - Ethnicity</u>
<b>COMIS Calculations</b>	STD10 IN (A, B, F, H, N, P, W, T, X, blank)
<b>Value Type</b>	Rate and unduplicated count of reportable individuals identified as Asian, Black or African American, Hispanic/Latino, American Indian or Alaska Native, Native Hawaiian or Other Pacific

	Island, White, Two or More Races, Unknown/Non-Respondent
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Ethnicity calculated based on the category reported in the last term of enrollment.</li> <li>• Community colleges track “Two or more races” and “Unknown,” in addition to the adult education racial categories and have been noted as “Other” in the Adult Ed tab.</li> <li>• This metric is calculated for all reportable individuals who received services or took courses.</li> </ul>

### AE 302. Age Group

<b>Description</b>	Among reportable individuals in the selected year, the number in various age ranges when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 5: Date of Birth
<b>TOPSpro Calculations</b>	
<b>COMIS Data Source Elements</b>	<u>STD1 STUDENT-AGE-AT-TERM</u>
<b>COMIS Calculations</b>	Min(STD1)
<b>Value Type</b>	Rate and unduplicated count of reportable individuals identified as 18 to 19 20 to 24 25 to 29 30 to 34 35 to 39 40 to 54 55 and older
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Age calculated based on the category reported in the first term of enrollment within the year.</li> </ul>

### AE 303. Cultural Barriers Reportable Individuals

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as having cultural barriers to employment when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Cultural Barriers
<b>COMIS Data Source Elements</b>	SV13 STUDENT-CULTURAL -BARRIERS
<b>COMIS Calculations</b>	SV13=P
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	<ul style="list-style-type: none"><li>• This metric is calculated for all reportable individuals who received services or took courses.</li><li>• Changes in MIS: SV13 needs to be created</li></ul>

### AE 304. Displaced Homemaker Reportable Individuals

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as displaced homemakers when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Displaced Homemaker
<b>COMIS Data Source Elements</b>	<u>SV05 STUDENT-VTEA-DISPLACED-HOMEMAKER-STATUS</u>
<b>COMIS Calculations</b>	SV05=D
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment



<b>Notes</b>	This metric is calculated for all reportable individuals who received services or took courses.
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### **AE 305. English Language Learner Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as having limited ability in speaking, reading, writing or understanding the English language when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=English Language Learner
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u>
<b>COMIS Calculations</b>	CB03=4930.80, 4930.82, 4931.00 and CB21 IN (A, B, C, D, E, F, G, H)
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment, or in the first term
<b>Notes</b>	This metric is calculated for all reportable individuals who received services or took courses.

### **AE 306. Ex-Offender Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as ex-offenders when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Ex-Offender
<b>COMIS Data Source Elements</b>	<u>SV07 STUDENT-VTEA-CRIMINAL-OFFENDER-STATUS</u>
<b>COMIS Calculations</b>	SV07=P
<b>Value Type</b>	Rate and unduplicated count of reportable

	individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	This metric is calculated for all reportable individuals who received services or took courses. Changes in MIS: SV07 needs to be reinstated

### **AE 307. Foster Youth Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as current or former foster youth when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 4=Foster Care Youth
<b>COMIS Data Source Elements</b>	<u>SG03 STUDENT-FOSTER-YOUTH-STATUS</u>
<b>COMIS Calculations</b>	SG03 =1
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	<ul style="list-style-type: none"> <li>• This metric is calculated for all reportable individuals who received services or took courses.</li> <li>• Significantly more colleges began reporting foster youth in 2013-14, which may account for some increases in counts.</li> </ul>

### **AE 308. Homeless Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as homeless when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Homeless
<b>COMIS Data Source Elements</b>	<u>SV11STUDENT-HOMELESS</u>
<b>COMIS Calculations</b>	SV11=P

<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	<ul style="list-style-type: none"> <li>• This metric is calculated for all reportable individuals who received services or took courses.</li> <li>• Changes in MIS: SV11 needs to be created.</li> </ul>

### **AE 309. Long-Term Unemployed Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as unemployed for more than 27 consecutive weeks when they enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Long-term Unemployed
<b>COMIS Data Source Elements</b>	<u>SV11 STUDENT-LONG-TERM-UNEMPLOYED</u>
<b>COMIS Calculations</b>	SV11=P or EDDUI=Students not found in the wage file for 27 weeks or more prior to enrollment
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	<ul style="list-style-type: none"> <li>• This metric is calculated for all reportable individuals who received services or took courses.</li> <li>• Changes in MIS: SV11 needs to be created. Until then, data will be calculated using EDDUI records.</li> </ul>

### **AE 310. Low Income Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as low income when they enrolled in adult education
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<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Low Income
<b>COMIS Data Source Elements</b>	<u>SB26 STUDENT-JTPA-STATUS</u> <u>SF21 STUDENT-AID-AWARD-TYPE</u> <u>SV03 STUDENT-VTEA-ECONOMICALLY-DISADV-STATUS</u>
<b>COMIS Calculations</b>	SB26=J or SF21 IN (BA, B1, B2, B3, BB, BC, F1, F2, F3, F4, F5, GP, GS, GW, GG, WF, GB, GC) or SV03 IN (1, 2, 3, 4)
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment, or in the first term
<b>Notes</b>	This metric is calculated for all reportable individuals who received services or took courses.

**AE 311. Low Levels of Literacy Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as being unable to read, write, and speak in English, or compute and solve problems when they enrolled in adult education.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Low Levels of Literacy
<b>COMIS Data Source Elements</b>	<u>SV15 STUDENT-LOW-LEVELS-OF-LITERACY</u>
<b>COMIS Calculations</b>	SV15=P
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	<ul style="list-style-type: none"> <li>This metric is calculated for all reportable individuals who received services or took courses.</li> <li>Changes in MIS: SV15 needs to be created.</li> </ul>

**AE 312. Migrant Worker Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were migrant workers when they enrolled in adult education.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Migrant Workers
<b>COMIS Data Source Elements</b>	<u>SV09 STUDENT-VOCATIONAL-MIGRANT-WORKER-STATUS</u>
<b>COMIS Calculations</b>	SV09=M
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	This metric is calculated for all reportable individuals who received services or took courses.

**AE 313. Seasonal Farm Worker Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were seasonal farm workers when they enrolled in adult education.
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Seasonal Farm Workers
<b>COMIS Data Source Elements</b>	<u>SV14 STUDENT-SEASONAL-FARM=WORKER</u>
<b>COMIS Calculations</b>	SV14=P
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment

<b>Notes</b>	<ul style="list-style-type: none"> <li>This metric is calculated for all reportable individuals who received services or took courses.</li> <li>Changes in MIS: SV14 needs to be created.</li> </ul>
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#### **AE 314. Exhausting TANF Within Two Years Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as being within two years of exhausting TANF when the enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=No TANF within 2 yrs
<b>COMIS Data Source Elements</b>	<u>SB27 STUDENT-CALWORKS-STATUS</u>
<b>COMIS Calculations</b>	SB27=2
<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	<ul style="list-style-type: none"> <li>This metric is calculated for all reportable individuals who received services or took courses.</li> <li>Changes in MIS: SB27 needs to be reinstated.</li> </ul>

#### **AE 315. Single Parent Reportable Individuals**

<b>Description</b>	Among reportable individuals who had >1 instructional contact hour or received support services in the selected program in the selected year, the number who were flagged as single parents when the enrolled in adult education
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 14: Employment Barriers
<b>TOPSpro Calculations</b>	Entry Record 14=Single Parent
<b>COMIS Data Source Elements</b>	<u>SV04 STUDENT-VTEA-SINGLE-PARENT-STATUS</u>
<b>COMIS Calculations</b>	SV04=P

<b>Value Type</b>	Rate and unduplicated count of reportable individuals
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	This metric is calculated for all reportable individuals who received services or took courses.

**AE 316. Participants Who Were Simultaneously Taking Courses in More than One Program Area**

<b>Description</b>	Among participants in the selected program in the selected year, the number who had >12 instructional contact hour in an additional adult education program area in the same institution in the same time period
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11 $\geq$ 2
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 > 1
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	At time of enrollment
<b>Notes</b>	This metric does not include participants who only received support services.

**AE 317. Participants Who Were Simultaneously Taking Courses at More than One Adult School**

<b>Description</b>	Among participants in the selected program in the selected year, the number who had at >12 instructional contact hours at a different K12 adult school or community college noncredit program in the same time period
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 15: Class Number
<b>TOPSpro Calculations</b>	
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 > 1

<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.

**AE 318. Participants Who Were Simultaneously Taking Courses at Both Adult Schools and Community Colleges**

<b>Description</b>	Among participants in the selected year, the number who were also enrolled in credit courses at a community college in the same time period
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 15: Class Number
<b>TOPSpro Calculations</b>	
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 > 1
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.



## Milestones

### AE 400. Enrolled in a Subsequent Course

<b>Description</b>	Among participants in the selected year, the number who subsequently enrolled in additional adult education course(s) in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 15: Class Number Update Record 6: Status
<b>TOPSpro Calculations</b>	Entry Record 15 is populated in consecutive years Update Record 6=Retained in program the first year
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.

### AE 401. Improved One or More Educational Functioning Levels

<b>Description</b>	Number of ESL, ABE, or ASE participants who improved skills by one or more Educational Functioning Levels in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Element</b>	CASAS NRS-approved tests
<b>TOPSpro Calculations</b>	Calculation based on CASAS test scores
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u> SA07 IMPROVED-EDUCATIONAL-FUNCTIONING-LEVEL
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and SA07 IN (A, B, C, D, E, F)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• This metric does not include participants who only received support services.</li> <li>• This metric is only calculated in ESL, ABE, and ASE programs.</li> <li>• Elements missing from MIS: SA07 needs to be created.</li> </ul>

**AE 402. Completed an ESL Milestone**

<b>Description</b>	Number of participants who completed an EL Civics course or COAPPS milestone in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	CASAS NRS-approved tests and CASAS approved Civic Objectives and Additional Assessment Plans (COAAP) attainment
<b>TOPSpro Data Source Elements</b>	Calculation based on CASAS test scores and COAPPS attainment
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Methodology 1:</i> SX05 equal to or greater than 12 and CB03 IN (4930.84, 4930.85, 4930.86, 4930.87) and CB21 IN (A, B, C, D, E, F, G, H) and CB04=N and Count of SX04 IN (A, B, C, D, RD, P, SP, UG)  <i>Methodology 2:</i> SX05 equal to or greater than 12 and CB22=B and Count of SX04 IN (A, B, C, D, RD, P, SP, UG)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.

**AE 403. Completed a Basic Skills Course Milestone**

<b>Description</b>	Number of participants who completed a basic skills course in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 9: Learner Results and WIOA Milestones
<b>TOPSpro Calculations</b>	Update Record 9=Educational Achievement

<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03 IN (1501.00, 1520.00, 1701.00) and CB21 IN (A, B, C, D, E, F, G, H) and CB04=N and Count of SX04 IN (A, B, C, D, RD, P, SP, UG)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.

#### **AE 404. Completed a High School Diploma Milestone**

<b>Description</b>	Number of participants who completed a course in a high school diploma program in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise
<b>TOPSpro Data Source Elements</b>	Entry Record 18: ASE Low Update Record 13: ASE High
<b>TOPSpro Calculations</b>	Moved from ASE Low to ASE High
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>Missing MIS Element: CB22 flag for diploma/GED/high school equivalency courses</li> <li>This metric does not include participants who only received support services.</li> </ul>

#### **AE 405. Completed a Workforce Preparation Milestone**

<b>Description</b>	Number of participants who completed a CTE workforce preparation course or training milestone in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 9
<b>TOPSpro Data Source Calculations</b>	Update Record 9 IN (Training Milestone, Completed Course)
<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-</u>

	<u>HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB22=J and Count of SX04 IN (A, B, C, D, RD, P, SP, UG)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.

**AE 406. Completed an Occupational Skills Gain**

<b>Description</b>	Number of participants who completed a CTE technical skills course or training milestone in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 9: Learner Results and WIOA Milestones
<b>TOPSpro Data Source Elements</b>	Update Record 9 IN (Course completion, Met work based project goal, Training milestone)
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03 has a vocational flag and CB22 is not J and Count of SX04 IN (A, B, C, P, SP)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	This metric does not include participants who only received support services.

**AE 407. Completed an Adults with Disabilities Milestone**

<b>Description</b>	Number of participants who completed a course in a program for adults with disabilities in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 9: Learner Results and WIOA Milestones
<b>TOPSpro Calculations</b>	Update Record 9=Course completion
<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB22=E and Count of SX04 IN (A, B, C, D, RD, P, SP, UG)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year

<b>Notes</b>	This metric does not include participants who only received support services.
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## Transitions

### AE 500. Transitioned to ASE

<b>Description</b>	The number of ESL and ABE participants who subsequently enrolled in >12 instructional contact hours in an ASE program area for the first time within one year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status Update Record 11: Hours of Instruction
<b>TOPSpro Calculations</b>	Update Record 6=Left program (at the first agency) Update Record 11 ≥ 12 (at the second agency)
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Transition to a higher-level program includes ESL to ASE, or ABE to ASE</li> <li>• This metric is calculated for participants who had previously taken an adult education course in the selected or any prior year.</li> </ul>

### AE 501. Time to Transition to ASE

<b>Description</b>	Among ESL and ABE participants who transitioned to ASE in the selected year, the median number of years between enrolling in ESL or ABE and transitioning to ASE
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status Update Record 11: Hours of Instruction
<b>TOPSpro Calculations</b>	Update Record 6=Left program (at the first agency) Update Record 11 ≥ 12 (at the second agency)
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	Transition to a higher-level program includes ESL to ASE or ABE to ASE

### AE 502. Transitioned to Postsecondary

<b>Description</b>	The number of exiting participants who enrolled in either a K12 adult education or college CTE course, or a non-developmental credit college course within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Methodology 1:</i> SX05 equal to or greater than 12 and CB04 IN (C, D) and CB21=Y and Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)  <i>Methodology 2:</i> SX05 equal to or greater than 12 and CB04 IN (C, D, N) and CB03=vocational and Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is calculated for participants who had previously taken an adult education course, and had not taken a postsecondary course, in the selected or a prior year.

### AE 503. Transitioned to Developmental Credit College Coursework

<b>Description</b>	The number of exiting participants who subsequently enrolled in a developmental credit community college course within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u> <u>CB03-COURSE-TOP-CODE</u>



	<u>CB04 COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u>
<b>COMIS Calculations</b>	<p><i>Math:</i>  SX05 equal to or greater than 12 and  CB04 IN (C, D) and  CB03=1701.00, and  CB21 IN (A, B, C, D) and  Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)</p> <p><i>English:</i>  SX05 equal to or greater than 12 and  CB04 IN (C, D) and  CB03=1501.00 and  CB21 IN (A, B, C, D) and  Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)</p> <p><i>Reading:</i>  SX05 equal to or greater than 12 and  CB04 IN (C, D) and  CB03=1520.00 and  CB21 IN (A, B, C, D) and  Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)</p> <p><i>ESL:</i>  SX05 equal to or greater than 12 and  CB04 IN (C, D)  CB03 IN (4930.84, 4930.85, 4930.86, 4930.87) and  CB21 IN (A, B, C, D, E, F) and  Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)</p>
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is calculated for participants who had previously taken an adult education course, and had not taken a credit college course, in the selected or a prior year.

**AE 504. Transitioned to College Noncredit Workforce Preparation Coursework**

<b>Description</b>	The number of exiting participants who enrolled in a noncredit workforce preparation community college course within one year
<b>Data Sources</b>	Chancellor’s Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB22=J and Count of SX04 IN (A, B, C, D, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is calculated for participants who had previously taken an adult education course, and had not taken a credit college course, in the selected or a prior year.

**AE 505. Enrolled in Adult Education After Taking a Credit College Course**

<b>Description</b>	Among exiting participants who enrolled in a credit community college course in the selected year, the number who took another adult education course within one year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	Entry Record 11 is any program
<b>COMIS Data Source Elements</b>	<u>CB04 COURSE-CREDIT-STATUS</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB04=C and CB04=N
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 506. Completed 6+ College Credit Units**

<b>Description</b>	The number of exiting participants who passed the threshold of six credit units at any California community college within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u> <u>CB04-COURSE-CREDIT-STATUS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB04=C and Count of SX04 IN (A, B, C, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken adult education courses.

**AE 507. Received a Pell Grant**

<b>Description</b>	The number of exiting participants who received a Pell Grant within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SF21 STUDENT-AID-AWARD-TYPE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and SF21 IN (GP)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 508. GPA of 2.0 or Higher**

<b>Description</b>	The number of exiting participants with a 2.0 or higher GPA in community college
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SX04 ENROLLMENT-GRADE</u> <u>SX03 ENROLLMENT-UNITS-EARNEDSX05</u> <u>ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>

<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and GPA>2.0
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

## Basic Skills

### AE 600. Subsequently Took a Credit Developmental ESL Course

<b>Description</b>	The number of exiting participants who took a developmental ESL course at a community college within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVELSX05</u> <u>ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03 IN (4930.84, 4930.85, 4930.86, 4930.87) and CB04=C and CB21 IN (A, B, C, D, E, F)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

### AE 601. Subsequently Took a Credit Developmental English or Reading Course

<b>Description</b>	The number of exiting participants who took a developmental English or reading course at a community college within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB04 COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03 IN (1501.00, 1520.00) and CB21 IN (A, B, C, or D) and CB04 IN (C, D)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 602. Subsequently Took a Credit Developmental Math Course**

<b>Description</b>	The number of exiting participants who took a developmental math course at a community college within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03=1701.00 and CB04 IN (C, D) and CB21 IN (B, C, D)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 603. Subsequently Took a Transfer-Level English Course**

<b>Description</b>	The number of exiting participants who took a transferrable English course at a community college within one year
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03=1501.00, 1503.00, 1504.00, 1507.00 and CB21=Y and CB04 = D or CB05 IN (A, B)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 604A. Time to Completing a Transfer-Level English Course (ESL)**

<b>Description</b>	Among exiting participants in the selected year, the median number of years between taking the first
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	ESL adult education course and passing a transfer-level English course at a community college
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	11=ESL/ELL
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Adult education course methodology 1:</i> SX05 equal to or greater than 12 and CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00) and CB04=N and CB21 IN (D, E, F, G, H)  <i>Adult education course methodology 2:</i> SX05 equal to or greater than 12 and CB22 IN (A, B)  <i>Transfer-level course:</i> CB03=1501.00, 1503.00, 1504.00, 1507.00 and CB21=Y and SX04 IN (A, B, C, CR, IA, IB, IC, IPP, P) and CB04=D or CB05 IN (A, B)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 604B. Time to Completing a Transfer-Level English Course (ABE)**

<b>Description</b>	Among exiting participants in the selected year, the median number of years between enrolling in ABE and passing a transfer-level English course at a community college
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System

<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	11=Basic Skills ABE
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Adult education course methodology 1:</i> SX05 equal to or greater than 12 and CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00) and CB04=N and CB21 IN (D, E, F, G, H)  <i>Adult education course methodology 2:</i> SX05 equal to or greater than 12 and CB22 IN (A, B)  <i>Transfer-level course:</i> CB03 IN (1501.00, 1503.00, 1504.00, 1507.00) and CB21=Y and SX04 IN (A, B, C, CR, IA, IB, IC, IPP, P) and CB04 = D or CB05 IN (A, B)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 604C. Time to Completing a Transfer-Level English Course (ASE)**

<b>Description</b>	Among exiting participants in the selected year, the median number of years between enrolling in ASE and passing a transfer-level English course at a community college
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	11 IN (High School Diploma, High School Equivalency)



<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Adult education course:</i> SX05 equal to or greater than 12 and CB03 IN (1501.00, 1520.00) and CB04=N and CB21 IN (A, B)  <i>Transfer-level course:</i> CB03=1501.00 and SX04 IN (A, B, C, D, CR, IA, IB, IC, IPP, P, SP) and CB05 IN (A, B) or CB21=Y
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

#### **AE 605. Subsequently Took a Transfer-Level Math Course**

<b>Description</b>	Among exiting participants in the selected year, the number who subsequently took a transfer-level math course at a community college within two years
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	SX05 equal to or greater than 12 and CB03=1701.00 and CB04 =C and CB21=Y
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within two years
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 606A. Time to Completing a Transfer-Level Math Course (ESL)**

<b>Description</b>	Among exiting participants in the selected year, the median number of years between enrolling in ESL and passing a transfer-level math course at any California community college
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	11=ESL/ELL
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Adult education course:</i> SX05 equal to or greater than 12 and CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00) and CB04=N and CB21 IN (A, B, C, D, E, F, G, H)  <i>Transfer-level course:</i> CB03=1701.00 and SX04 IN (A, B, C, D, CR, IA, IB, IC, IPP, P, SP) and CB05 IN (A, B) or CB21=Y
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

**AE 606B. Time to Completing a Transfer-Level Math Course (ABE)**

<b>Description</b>	Among exiting participants in the selected year, the median number of years between enrolling in ABE and passing a transfer-level math course at a community college
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program

<b>TOPSpro Calculations</b>	11=Basic Skills ABE
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Adult education course:</i> SX05 equal to or greater than 12 and CB03=1701.00 and CB04=N and CB21 IN (D, E, F, G, H)  <i>Transfer-level course:</i> CB03=1701.00 and SX04 IN (A, B, C, D, CR, IA, IB, IC, IPP, P, SP) CB05 IN (A, B) or CB21=Y
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

### AE 606C. Time to Completing a Transfer-Level Math Course (ASE)

<b>Description</b>	Among exiting participants in the selected year, the median number of years between enrolling in ASE and passing a transfer-level math course at a community college
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Entry Record 11: Instructional Program
<b>TOPSpro Calculations</b>	11 IN (High School Diploma, High School Equivalency)
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21-COURSE-PRIOR-TO-COLL-LEVEL</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Adult education course:</i> SX05 equal to or greater than 12 and CB03=1701.00 and CB04=N and CB21 IN (A, B, C)  <i>Transfer-level course:</i> CB03=1701.00 and SX04 IN (A, B, C, D, CR, IA, IB, IC, IPP, P, SP) CB05 IN (A, B) or CB21=Y
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

## Completion

### AE 700. Participants Who Completed an Adult Education Basic Skills Program

<b>Description</b>	The number of participants who earned a college CDCP basic skills certificate, transitioned to a higher basic skills program, or transitioned to credit coursework in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 5: Instructional Program Update Record 9: Results/WIOA Milestones
<b>TOPSpro Calculations</b>	Update Record 5=ABE Update Record 9 IN (Earned certificate, Course completion, Transitioned to credit)
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04-COURSE-CREDIT-STATUS</u> <u>CB05-COURSE-TRANSFER-STATUS</u> <u>CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL</u> <u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX04 ENROLLMENT-GRADE</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>ESL Cohort Methodology 1:</i> CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90, 4931.00) and CB04=N and CB21 IN (A, B, C, D, E, F, G, H)  <i>ESL Cohort Methodology 2:</i> CB22 in (A, B)  <i>ABE Cohort:</i> CB03 IN (1701.00, 1501.00, 1520.00) and CB04=N and CB21 IN (D, E, F, G, H)  <i>ASE Cohort:</i> CB03 IN (1701.00, 1501.00, 1520.00) and CB04=N and CB21 in (A, B, C)

	<p><i>Awards:</i> SP02 IN (H, I, J, K, L, P, Q, R)</p> <p><i>Transition to a Higher-Level Basic Skills Program (for ESL and ABE programs):</i> CB04=N and CB03 IN (1701.00, 1501.00, 1520.00) and CB21 in (A, B, C)</p> <p><i>Transition to CTE:</i> CB03 has a vocational flag and Count of SX04 IN (A, B, C, D, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)</p> <p><i>Transition to Credit:</i> CB04=C and Count of SX04 IN (A, B, C, D, D, F, I*, IPP, INP, IP, RD, P, SP, UG, FW, W)</p>
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• ESL participants who earn a CDCP award or transition to ASE, CTE, or credit college coursework are considered completers.</li> <li>• ABE participants who earn a CDCP award or transition to ASE, CTE, or credit college coursework are considered completers.</li> <li>• ASE participants who earn a CDCP award or transition to CTE or college credit courses are considered completers.</li> </ul>

**AE 701. Participants Who Earned a Diploma, GED, or High School Equivalency**

<b>Description</b>	The number of participants who earned a diploma, GED, or high school equivalency in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 9: Learner Results and WIOA Milestones
<b>TOPSpro Data Source Calculations</b>	Update Record 9 IN (Passed GED, Passed HiSET, Passed TASC, Earned high school diploma)

<b>COMIS Data Source Elements</b>	<u>CB22 COURSE-NONCREDIT-CATEGORY</u> <u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Cohort:</i> SX05 equal to or greater than 12 and CB22=K  <i>Award:</i> SP02=S
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	Missing MIS Element: CB22 flag for diploma/GED/high school equivalency courses and SP02 flag for diploma/GED/high school equivalency awards

**AE 702. Participants Who Earned an Postsecondary Adult Education CTE Certificate**

<b>Description</b>	The number of participants who earned a WIOA-recognized postsecondary certificate in a K12 adult school or college noncredit program in the selected year
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	Update Record 9: Learner Results and WIOA Milestones
<b>TOPSpro Calculations</b>	Update Record 9 IN (Occupational licensure, Occupational certificate)
<b>COMIS Data Source Elements</b>	<u>CB03-COURSE-TOP-CODE</u> <u>CB04 COURSE-CREDIT-STATUS</u> <u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Cohort:</i> SX05 equal to or greater than 12 and CB03 has a vocational flag CB04=N  <i>Award:</i> SP02 IN (H, I, J, K, L, P, Q, R)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year

<b>Notes</b>	<ul style="list-style-type: none"> <li>Under WIOA, CTE certificates issued by K12 adult schools and noncredit college programs are considered post-secondary if they are for a program greater than 48 contact hours that is aligned to an occupation and is not solely for workforce preparation.</li> </ul>
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#### **AE 703. Participants Who Earned a Low-Unit Credit Certificate**

<b>Description</b>	The number of participants who earned a credit certificate of less than 18 units within one year of exiting adult education
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Cohort:</i> SX05 equal to or greater than 12  <i>Award:</i> SP02 IN (E, B)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within one year of exiting adult education
<b>Notes</b>	<ul style="list-style-type: none"> <li>Low-unit awards are more than 6 but less than 18 units.</li> <li>Because it is not required, many colleges do not report locally-issued certificates to the Chancellor's Office. Therefore, some participants who received a locally-issued certificate may not be included.</li> <li>This metric is only calculated participants who had previously taken an adult education course.</li> </ul>

#### **AE 704. Participants Who Earned a High-Unit Credit Certificate**

<b>Description</b>	The number of participants who earned a certificate of 18 or more units within two years after exiting adult education
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Cohort:</i> SX05 equal to or greater than 12



	<i>Award:</i> SP02 IN (L, T, F)
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Within two years of exiting adult education
<b>Notes</b>	<ul style="list-style-type: none"> <li>• This metric is only calculated participants who had previously taken an adult education course.</li> <li>• High-unit award include 18 or more units.</li> </ul>

### AE 705. Participants Who Earned an Associate Degree

<b>Description</b>	The number of participants who earned an associate degree within four years after exiting adult education
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Cohort:</i> SX05 equal to or greater than 12  <i>Award:</i> SP02 IN (A, S)
<b>Time Frame</b>	Within four years of exiting adult education
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Notes</b>	This metric is only calculated participants who had previously taken an adult education course.

### AE 706. Time to Earning a Community College Award

<b>Description</b>	Among participants in the selected year, the median number of years between taking the first adult education course and earning a certificate or degree at a community college
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>SP02 STUDENT-PROGRAM-AWARD</u> <u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	<i>Cohort:</i> SX05 equal to or greater than 12

	<p><i>Award:</i> SP02 IN (B, E, L, T, F, L, H, I, J, K, L, P, Q, R)</p> <p><i>Time:</i> Number of years between first date of adult education enrollment and SP03</p>
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	Any time up to and including the selected year
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Includes awards of more 48 contact hours or 6 units.</li> <li>• This metric is only calculated participants who had previously taken an adult education course.</li> </ul>

## Employment

### AE 800. Second Quarter Employment

<b>Description</b>	The number of participants who were employed two fiscal quarters after exiting adult school
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Record is found in wage file two fiscal quarters after exit
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: In the second fiscal quarter after participants exited</li> <li>• Community college: In the second fiscal quarter after the last academic year when participants were enrolled</li> </ul>
<b>Notes</b>	This metric does not include participants who only received support services or who had less than 12 instructional contact hours.

### AE 801. Fourth Quarter Employment

<b>Description</b>	The number of participants who were employed four fiscal quarters after exiting adult school
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit

<b>EDDUI Calculations</b>	Record is found in wage file four fiscal quarters after exit
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: In the fourth fiscal quarter after participants exited</li> <li>• Community college: In the fourth fiscal quarter after the last academic year when participants were enrolled</li> </ul>
<b>Notes</b>	This metric does not include participants who only received support services or who had less than 12 instructional contact hours.

### **AE 802. Second Quarter Earnings**

<b>Description</b>	The median earnings of participants two fiscal quarters after exiting adult school
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Total earnings in the second fiscal quarter after exit, across all employers
<b>Value Type</b>	Dollar value
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: In the second fiscal quarter after participants exited</li> <li>• Community college: In the second fiscal quarter after the last academic year when participants were enrolled</li> </ul>
<b>Notes</b>	This metric does not include participants who only received support services or who had less than 12 instructional contact hours.

### **AE 803. Change in Earnings**

<b>Description</b>	The median change in earnings of participants one year before and one year after exiting adult school
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<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Sum of wages in the first, second, third, and fourth quarter before exit compared to the first, second, third, and fourth quarter after exit
<b>Value Type</b>	Percentage change
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: Participants tracked based on date of exit</li> <li>• Community college: Participants tracked based on the last academic year when they were enrolled</li> <li>• Change in earnings compared total wages one year before and one year the participants exited adult education</li> </ul>
<b>Notes</b>	This metric does not include participants who only received support services or who had less than 12 instructional contact hours.

#### **AE 804. Median Annual Earnings**

<b>Description</b>	The median annual earnings of participants one year after exiting adult school
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Sum of wages in the first, second, third, and fourth quarter after exit

<b>Value Type</b>	Dollar value
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: Participants tracked based on date of exit</li> <li>• Community college: Participants tracked based on the last academic year when they were enrolled</li> <li>• Annual earnings are the sum of wages in the four fiscal quarters after exit</li> </ul>
<b>Notes</b>	This metric does not include participants who only received support services or who had less than 12 instructional contact hours.

### PS 805. Earnings Compared to the Regional Living Wage

<b>Description</b>	<ul style="list-style-type: none"> <li>• Annual earnings among participants who exited adult school in the selected year, compared to the regional standard-of-living wage for a single individual</li> <li>• Displayed as: “{total number of adult education participants with earnings above the living wage for a single adult divided by all adult education participants with earnings data}% of participants were making a living wage.”</li> </ul>
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File Insight Center for Community Economic Development
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Sum of wages in the first, second, third, and fourth quarter after exit
<b>Insight Center for Community Economic Development Calculations</b>	Average living wage for a single individual in the counties associated with the Doing What Matters region in which the adult education provider is located
<b>Value Type</b>	Dollar value
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: Participants tracked based on date of exit</li> </ul>

	<ul style="list-style-type: none"> <li>• Community college: Participants tracked based on the last academic year when they were enrolled</li> <li>• Annual earnings are the sum of wages in the four fiscal quarters after exit</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Figures rounded to the nearest \$1,000</li> <li>• This metric does not include participants who only received support services or who had less than 12 instructional contact hours.</li> </ul>

## Success Based on Barriers to Employment

### AE 900. Functional Skill Level Increases for Participants in ABE Programs

<b>Description</b>	Proportion of ABE participants in each Barriers to Employment category who increased functional skills by one or more levels compared to the proportion of participants enrolled in that category
<b>Data Sources</b>	CASAS TOPSpro Enterprise
<b>TOPSpro Data Source Elements</b>	CASAS NRS-approved tests
<b>TOPSpro Calculations</b>	Calculation based on CASAS test scores
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<p>Results will be shown for the following Barriers to Employment categories:</p> <ul style="list-style-type: none"> <li>• Older adults (55+)</li> <li>• Cultural barriers</li> <li>• Displaced homemakers</li> <li>• English language learners</li> <li>• Ex-offenders</li> <li>• Foster care youth</li> <li>• Individuals with disabilities</li> <li>• Homeless</li> <li>• Long-term unemployed</li> <li>• Low income</li> <li>• Low levels of literacy</li> <li>• Migrant farmworkers</li> <li>• Seasonal farmworkers</li> <li>• Exhausting TANF within 2 years</li> <li>• Single parents</li> </ul>

### AE 901. High School Equivalency Attainment for Participants in ASE Programs

<b>Description</b>	Proportion of ASE participants in each Barriers to Employment category who earned high school diploma or equivalency compared to the proportion of participants enrolled in that category
<b>Data Sources</b>	CASAS TOPSpro Enterprise
<b>TOPSpro Data Source Elements</b>	Update Record Form 9: Learner Results and WIOA Milestones
<b>TOPSpro Calculations</b>	Update Record 9IN (Passed GED, Passed HiSET, Passed TASC, Earned high school diploma)



<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<p>Results will be shown for the following Barriers to Employment categories:</p> <ul style="list-style-type: none"> <li>• Older adults (55+)</li> <li>• Cultural barriers</li> <li>• Displaced homemakers</li> <li>• English language learners</li> <li>• Ex-offenders</li> <li>• Foster care youth</li> <li>• Individuals with disabilities</li> <li>• Homeless</li> <li>• Long-term unemployed</li> <li>• Low income</li> <li>• Low levels of literacy</li> <li>• Migrant farmworkers</li> <li>• Seasonal farmworkers</li> <li>• Exhausting TANF within 2 years</li> <li>• Single parents</li> </ul>

**AE 902. Functional Skill Level Increases for Participants in ESL Programs**

<b>Description</b>	Proportion of ESL participants in each Barriers to Employment category who increased functional skills by one or more levels compared to the proportion of participants enrolled in that category
<b>Data Sources</b>	CASAS TOPSpro Enterprise
<b>TOPSpro Data Source Elements</b>	CASAS NRS-approved tests
<b>TOPSpro Calculations</b>	Calculation based on CASAS test scores
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	In the selected year
<b>Notes</b>	<p>Results will be shown for the following Barriers to Employment categories:</p> <ul style="list-style-type: none"> <li>• Older adults (55+)</li> <li>• Cultural barriers</li> <li>• Displaced homemakers</li> <li>• English language learners</li> <li>• Ex-offenders</li> <li>• Foster care youth</li> <li>• Individuals with disabilities</li> <li>• Homeless</li> <li>• Long-term unemployed</li> </ul>

	<ul style="list-style-type: none"> <li>• Low income</li> <li>• Low levels of literacy</li> <li>• Migrant farmworkers</li> <li>• Seasonal farmworkers</li> <li>• Exhausting TANF within 2 years</li> <li>• Single parents</li> </ul>
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### **AE 903. Job Placement for Participants in ESL Programs**

<b>Description</b>	Proportion of ESL participants in each Barriers to Employment category who secured second quarter employment compared to the proportion of participants enrolled in that category
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Record is found in wage file two fiscal quarters after exit
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: In the second fiscal quarter after participants exited</li> <li>• Community college: In the second fiscal quarter after the last academic year when participants were enrolled</li> </ul>
<b>Notes</b>	<p>Results will be shown for the following Barriers to Employment categories:</p> <ul style="list-style-type: none"> <li>• Older adults (55+)</li> <li>• Cultural barriers</li> <li>• Displaced homemakers</li> <li>• English language learners</li> <li>• Ex-offenders</li> <li>• Foster care youth</li> <li>• Individuals with disabilities</li> <li>• Homeless</li> <li>• Long-term unemployed</li> </ul>

	<ul style="list-style-type: none"> <li>• Low income</li> <li>• Low levels of literacy</li> <li>• Migrant farmworkers</li> <li>• Seasonal farmworkers</li> <li>• Exhausting TANF within 2 years</li> <li>• Single parents</li> </ul>
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#### **AE 904. Job Placement for Participants in CTE Programs**

<b>Description</b>	Proportion of CTE participants in each Barriers to Employment category who secured second quarter employment compared to the proportion of participants enrolled in that category
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Record is found in wage file two fiscal quarters after exit
<b>Value Type</b>	Rate and unduplicated count of participants
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: In the second fiscal quarter after participants exited</li> <li>• Community college: In the second fiscal quarter after the last academic year when participants were enrolled</li> </ul>
<b>Notes</b>	<p>Results will be shown for the following Barriers to Employment categories:</p> <ul style="list-style-type: none"> <li>• Older adults (55+)</li> <li>• Cultural barriers</li> <li>• Displaced homemakers</li> <li>• English language learners</li> <li>• Ex-offenders</li> <li>• Foster care youth</li> <li>• Individuals with disabilities</li> <li>• Homeless</li> <li>• Long-term unemployed</li> </ul>

	<ul style="list-style-type: none"> <li>• Low income</li> <li>• Low levels of literacy</li> <li>• Migrant farmworkers</li> <li>• Seasonal farmworkers</li> <li>• Exhausting TANF within 2 years</li> <li>• Single parents</li> </ul>
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### **AE 905. Earnings Gains for Participants in CTE Programs**

<b>Description</b>	Proportion of CTE participants in each Barriers to Employment category who secured earnings gains compared to the proportion of participants enrolled in that category
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor’s Office Management Information System Employment Development Department Unemployment Insurance Wage File
<b>TOPSpro Data Source Elements</b>	Update Record 6: Status
<b>TOPSpro Calculations</b>	Update Record 6=Left program Data match with EDD or a survey
<b>COMIS Data Source Elements</b>	<u>SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS</u>
<b>COMIS Calculations</b>	No enrollments found in year after exit
<b>EDDUI Calculations</b>	Sum of wages in the first, second, third, and fourth quarter before exit compared to the first, second, third, and fourth quarter after exit
<b>Calculations</b>	Sum of wages in the first, second, third, and fourth quarter before the exit year compared to the first, second, third, and fourth quarter after adult education exit
<b>Value Type</b>	Percentage change
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• K12: Participants tracked based on date of exit</li> <li>• Community college: Participants tracked based on the last academic year when they were enrolled</li> <li>• Change in earnings compared total wages one year before and one year the participants exited adult education</li> </ul>
<b>Notes</b>	Results will be shown for the following Barriers to Employment categories: <ul style="list-style-type: none"> <li>• Older adults (55+)</li> <li>• Cultural barriers</li> </ul>

	<ul style="list-style-type: none"><li>• Displaced homemakers</li><li>• English language learners</li><li>• Ex-offenders</li><li>• Foster care youth</li><li>• Individuals with disabilities</li><li>• Homeless</li><li>• Long-term unemployed</li><li>• Low income</li><li>• Low levels of literacy</li><li>• Migrant farmworkers</li><li>• Seasonal farmworkers</li><li>• Exhausting TANF within 2 years</li><li>• Single parents</li></ul>
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## Pathways

### AE 906A. Top Five Credit Programs Taken by Adult Education ABE Participants

<b>Description</b>	Among exiting ABE participants, the top five credit programs in which participants enrolled
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u>
<b>Value Type</b>	Program name and code
<b>Time Frame</b>	In the selected year
<b>Notes</b>	TOP code assignments are used to identify college programs

### AE 906B. Top Five Credit Programs Taken by Adult Education ASE Participants

<b>Description</b>	Among exiting ASE participants, the top five credit programs in which participants enrolled
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u>
<b>Value Type</b>	Program name and code
<b>Time Frame</b>	In the selected year
<b>Notes</b>	TOP code assignments are used to identify college programs

### AE 906C. Top Five Credit Programs Taken by Adult Education ESL Participants

<b>Description</b>	Among exiting ESL participants, the top five credit programs in which participants enrolled
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u>
<b>Value Type</b>	Program name and code
<b>Time Frame</b>	In the selected year
<b>Notes</b>	TOP code assignments are used to identify college programs

**AE 906D. Top Five Credit Programs Taken by Adult Education CTE Participants**

<b>Description</b>	Among exiting CTE participants, the top five credit programs in which participants enrolled
<b>Data Sources</b>	Chancellor's Office Management Information System
<b>COMIS Data Source Elements</b>	<u>CB03 COURSE-TOP-CODE</u>
<b>Value Type</b>	Program name and code
<b>Time Frame</b>	In the selected year
<b>Notes</b>	TOP code assignments are used to identify college programs