Adult Education Program: NOVA 17/18 Hours and Expenses by Program Area Webinar

Chat Transcript

Hours of Instruction

General

Q: What if a student received 30 minutes of counseling? Does that mean that the service for that student should not be reported?
A: If you are a college, you can use the CCFS-320 Reporting System or TOPSPro or your local attendance system. (K12 & COEs can use TOPSPro or their attendance system). If these systems do not report minor increments (like 30 minutes) or did not track services, then you would not report these in NOVA as you have no system verification. Please remember that all hours must be verifiable.

Q: Is that hours of instruction cumulative for all students?
A: Yes – this is the total hours of instruction or service by program area collected by our systems between July 1, 2017 and June 30, 2018.

Q: I assume we combine the service hours and instructional hours and put it in each box as a cumulative total?
A: Yes.

Q: Just to clarify, for instructional hours, we should report only for noncredit classes not for any credit classes that would fall under the seven program areas. Correct?
A: Yes, please only report hours for noncredit classes in the seven adult education program areas.

Q: Should we track and report attendance hours for students independent studies, IE online GED, Lab or Edguniety? And will be instructional hours?
A: Yes. Please report any of these instructional hours based on the distance-learning model (where students accrue hours without necessarily being in the classroom or being with the teacher).

Q: What if you have students enrolled in multiple program areas? How to log those hours?
A: Your attendance system should be able to do this. TOPSPro has this capability by program area.

Q: Our system track hours if they are enrolled in a course so job development services would be in other programs which tracks dates but not hours.
A: Then you would not be able to report any hours for those services. Keep in mind, your hours reported in NOVA must reflect verifiable data. Since this will become an annual process, we hope that next year's report will capture all of these services and reflect a truer picture.

Q: If they do not report any hour will we still be able to certify in the end?
A: Yes. There would be zero hours for that member. But they could still report operational costs and leveraged funds.

Q: What are service hours?
A: Services can be any assessment, counseling, intake, placement, orientation, support service, transition services, etc. a student may receive at the agency school site. Students can receive services outside of the classroom instructional hours. However, this will vary by how each agency sets up their program and tracks hours in their systems.

TOPSPro

Q: We reported students receiving counseling under support services, are we only reporting instruction? Not support services? In TOPS there is no place to put hrs. for support services.
A: We are tracking all reportable individuals one or more hour of services and/or instruction. If you entered the student record and hours in TOPSPro, then you can report that in NOVA for this exercise.

Q: Do you know where you report hours for support services in TOPS?
A: Use the student update record to report service hours in TE just like you would for class hours. It would be helpful to identify a program area by creating a class.

Q: As we only marked that they received services in Tops, we did not report the hours.
A: This is Year 1 of tracking this information. We will continue to provide technical assistance on student data reporting. If you did not report the hours, you will not be penalized.

Q: CASAS has me include services enrollments under Other Program enrollment so I can include dates.
A: This may capture the service hours, but it still does not align them with a program area. If you know the program area, please indicate that in TE. If not, then we cannot use that information for this exercise.

Q: CASAS told us to mark it as support services, unless we create a class for our support services.
A: That is correct. And if it is a support service class for CTE, ESL, etc. – please indicate the program area in TOPSPro.

Q: What specific report do we run in TopsPro to get instructional hours based on program?
A: CASAS has provided a separate report for "hours of instruction" in TOPSPro.

Q: We recorded services when students register and take the placement test, but not hours since hours are not counted until students are enrolled in a class.
A: That is fine to set it up that way; we just do not have any way to track the hours you spent on that student.

Q: When do you estimate that TOPS will have the special report available for determining hours of instruction by program?
A: It is available in TOPSPro now.

Fund Sources

Q: Does that mean we include $ even if we did not claim them via AEBG?
A: Yes – we are tracking all operational costs regardless of fund source. Therefore, this goes beyond AEBG/AEP. This would include any student fees, apportionment, LCFF, grants, donations, etc.

Q: Re; operational costs: if ours exceed the amount of AEP funding do we include the portion not covered by these funds?

A: Yes – please include all revenue sources even if they exceed AEBG/AEP funding. We are hoping that your true operational costs will exceed the amount of adult education program funding, as it will show how much leveraging of other fund sources our members are doing with their program.

Q: Does this include non-AEP funds used for AEP program areas?
A: Yes, we want you to include all non-AEP funds that are used in AEP program areas.

Q: For funding, should we also include private donations?
A: Yes.

Q: So AEP services funded with Title I and Title IV would be included?
A: Yes.

Q: What if a member received funds; however, they do not have any adult ed programs. They provide support with Job Developers for other members only. What will they need to report?
A: If they are providing services to other members assisting adults in any of the program areas, they should report those funds.

Q: If we receive profit sharing from CalRegional, how would we record that?
A: If the funds are used to serve adults in the seven program areas, please report that in NOVA.

Q: So it sounds like job development services funded by Title I or IV would not be reported because we don't track by hours; however, we can track work based learning funded by these WIOA funds because they do track hours for those. Am I correct?
A: Although the hours might not be able to be reported, if you know how much funding is used to support / serve adults in the seven program areas, please report these funds for this exercise.

Q: So it is okay not to match the 17/18 budget?
A: Correct. This is what was expensed in 17-18. Meaning the cost of running your programs in 17-18. Sometimes you do not spend all of your annual allocation.

Q: What if say CalWorks only pays every other year for the past year and current year? How do we report the carry-over year?
A: Please estimate how much of the funds were used to cover operational costs in 17-18.

Estimating Operational Costs

Q: How we will we report the indirect, should we split it by program area?
A: Indirect can be prorated among your program areas.

Q: Should we estimate in-kind services? Like if the libraries let us use their space? Or just actual costs?
A: We have a line item in NOVA to report in-kind contributions.

Q: Is there a formula or process for estimating the cost of in kind services?
A: Because in-kind is determined by the MOU or local agreement, the estimating process may vary. You can check what you reported in your WIOA II financials (if you are a grantee), or check with your business/accounting office on a basic calculation to estimate in-kind services. Just be sure the in-kind is related to the AEP program areas and its operation. According to federal guidelines: for in-kind, you should generally determine the cost using the fair market value and it should be based on standard objective sources rather than best guesses. You should document the basis for determining value of personal services, material, equipment, building, and land.

Q: For in-kind, we use the basis that our non-profits charge us. We figure they are charging 1$ per square foot per month for a room. That is how we estimate in kind facilities cost. Is that ok?
A: Yes, if that is the fair market standard in your area (or what your business/accounting office uses).

Q: Will you give us a tool or recommendation for what allocation methodology we should use?
A: You can prorate your allocation by enrollment percentages or any other methodology recommended by your accounting/business office.

Q: Please define "in kind".
A: An in-kind contribution is a non-monetary contribution. Goods or services offered free or at less than the usual charge result in an in-kind contribution.

Q: In kind would include building, utilities, etc. or only volunteers?
A: It includes any non-monetary contribution – goods or services.

Q: We use our district facility use fees to calculate in kind for classrooms etc. The district has a chart on rental fees.
A: Please use your district methodology for in-kind. You should be using an agreed upon standard that your district uses for in-kind.

Q: I hope that all numbers reported are explainable and supported by ledgers, MOUs , etc.
A: Yes – there should be some supporting documentation. If you are estimating or pro-rating expenses, please make sure your business / accounting office is comfortable with your methodology (and it is explainable).

Q: We already report in-kind for WIOA II would this be similar?
A: Yes – if you already produce reports like this for other programs or grants – and they cover the seven program areas, feel free to use those numbers. WIOA II only covers some of the seven program areas, so you would need to cover all program areas for this exercise.

NOVA

Reporting Dates

Q: Is this a one-time process? Or will we be reporting this each year?
A: This will be an annual process starting this year, which will continue each year.

Q: Do I have to click on anything in NOVA when reporting?
A: Yes – make sure you have used the drop down menu to report on 17-18 only.

Q: When is the information for FY 18-19 going to be due?
A: For FY 18-19, estimates are due by September 2019, and actuals are due by the end of the year (December 2019).

Q: What about the information for FY 17-18?
A: For FY 17-18, estimates & actuals are due together on February 15, 2019. Usually the estimate and actual reporting is separate in NOVA, but for this initial effort (for FY 17-18), we are combining those process and having them due 2/15/19.

Q: So each year we will submitting estimates AND actuals?
A: Starting in FY 18-19 (reporting for next year), we will have two separate processes, which include the reporting of estimates in September 2019, and then the reporting of actuals in December 2019.

Q:So between now and Feb, I could in essence be populating figures and only click "save estimates" but by Feb 15 I would need to click on "submit actuals"?
A: Yes.

Q: For FY17-18, estimates and actuals can be the same, correct?
A: Yes.

Q: As for the reporting of actuals, I would like to say that February is actually a good date to report previous year's numbers. In our case, we have quite a few dollars that come in late. CalWorks and Corrections Re-Entry are always late. If you have the power to chime in on this date, February would ensure all actuals will be posted.
A: Thank you. We will recommend that in the summary report on this effort.

Q: So, by Feb 15, 2019 the actuals for 2017-18 and estimates for 2018-19 are due?
A: No, only the FY 17-18 info/data is due on 2/15/19.

Using NOVA

Q: How we will report?
A: Members will enter the info/data into NOVA under the program area reporting tab.

Q: What about Workability II funds?
A: Yes – please include those on the table in the “Other” drop down box.

Q: What if a member is funded for 2018-19, but was not in 2017-18, will that hold back the process?
A: No, this should not affect the process. For members who did not receive funding in that fiscal year, reporting will be optional.

Q: Where does in-kind go? For example, in-kind for classroom use from the district.
A: This is an in-kind line item on the grid for operational costs and leveraged funds.

Q: Can the consortia lead un-certify if a member needs to make any changes?
A: The Program Area Report only needs to be certified by the consortium lead after the actuals have been submitted. The consortium lead can un-certify the reports for revisions if necessary.

Q: So only the member reps can enter this information?
A: Yes, this is correct. We are currently working with productOps to allow member contacts to enter and edit information in the report, however only the member representatives can submit the report.

Q: can there be more than one member representative per member?
A: Yes, member districts can have more than one member representative in NOVA.