"Reporting 17-18 Hours of Instruction and Operational Costs by Fund Source" *Notes from Chat Box*

HOURS OF INSTRUCTION

Jessica: Our service hours are marked "Other" in TOPSPro. When you run the instructional hours report in TOPSPro it doesn't include other.

Response: It is not required to report or track service hours for the California Adult Education Program. However, if you did mark service hours in TOPSPro, you would have to go back to your attendance system to see if the service hours were broken out/down by program area. If not, you have no way of validating what program areas are connected to those service hours. You would not report these services in NOVA for this exercise nor should you attempt to guess how many service hours are assigned to each program area.

Burr: 7 AEP programs, later in the slide deck it ask to report fee-based funds? Burr: my point is some fee-based programs are outside of AEP, so they don't support the 7 program areas. So it seems reporting that revenue skews things.

Response: The 17-18 budget bill requirement is to report on those seven program areas that fall under adult education as defined by AB104 This would mean the adult education program area has credentialed teachers, follows existing education code and regulations, and is NOT a community education, community service or contract education program. These fee-based programs are outside of the California Adult Education Program (formerly known as AEBG). Finally, to clarify, K12 or County Office CTE fee-based programs that have credentialed teachers and follow all applicable education code would be considered part of this reporting exercise.

Julio Segura 2: is ASAP acceptable?

Response: Yes, ASAP is an acceptable attendance system to use to validate student hours for those seven program areas.

JoDee Slyter: Going forward for future reporting, we should be capturing services provided in attendance systems, correct?

Response: Although tracking service hours has been a challenge, we should continue capturing service hours (with the 7 program area descriptors if possible) in attendance systems.

Cristina Gheorghe: This morning I generated the AEP Program Hours report for both 2017-18 and 2018-19 fiscal years and both reports have only one data element – hours of instruction, disaggregated by program area. Column B (see slide #35), the number of enrollees, is missing from the table. Has anyone else generated this report?

Response: If using the CASAS program hours report, log on to TOPSPro, go to Reports – then State Reports – California – AEP Program Hours to generate a NOVA compatible view of hours of instruction.

Alejandra Juarez: Just to clarify...we should report hours the instructor was set to teach the class not the hours that each student attended. Right.

Response: No. Please report actual student hours.

Suzanne Murphy: what about CPR and Food Safety.

Response: If CPR and Food Safety were offered by the K12 adult school (even if a fee was charged) with a credentialed teacher, and they were following all the pertinent education code, this would be considered part of the California Adult Education Program (aka AEBG). This would also apply to noncredit community college program (although noncredit does not charge any tuition fees).

Natalia Moessner, TUSD: Our program uses Edmentum, an online program for HSD. I pull reports from that program for each student and I use those hours to report on Tops Pro. Is that ok to use for this report as well?

Response: 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). And if those hours are already in Tops Pro, simply use Tops Pro.

Jessica: What does a Community College with no non-credit classes report? They had expenses related to AEP -- professional development, etc.

Response: If a community college does not offer non-credit courses, than they would report zero hours. For expenses, they would report any expenses that assisted K12 adult or noncredit students or the consortium in general (along with the fund source). For example, any travel/time/supplies at consortium related meetings/events; professional development, marketing, etc. would be reported as operating expenses (by fund source) for that member.

Cristina Gheorghe: then slide #35 needs to be updated as it displays the number of enrollees and total hours.

Response: For NOVA reporting, please just report the total hours by program area.

Carolyn vang-walker: CPR or Servsafe as part of Workforce Reentry OK right?

Response: Yes, as long as you are following education code and the teacher credentialing requirement.

Chrissy - RSAEC: How do we pull hours for non-credit online classes? Would we use the census formula or the hours on the COR - course outline of record?

Response: Please follow current noncredit regulations and education code for online course reporting.

Kristen - Salinas Valley: To clarify: we are only reporting on instructional hours for AEP-funded courses, not other adult ed courses/trainings? (e.g., funded by WIOA, Perkins, SWP, private funds, etc.) (Sorry if you already answered this previously.)

Response: No. You are reporting hours by program area regardless of funding. Therefore, that would include AEP, WIOA, Perkins, SWP, private funds, fees, LCFF, noncredit apportionment, etc. Same logic applies to reporting expenses by fund source. Keep in mind, on the hours; you must have been tracking hours for programs funded by these other fund sources. If the hours were not captured in your attendance system and/or TOPSPro, than you cannot report them for this exercise.

Chrissy - RSAEC: Can we use our SARS system to verify the data? All of our counseling appointments are in a separate system but it is not an attendance system per say.

Response: If SARS is an attendance system that tracks student hours and can be validated – than yes. If not, than no, it cannot be used.

Kristen - Salinas Valley: So to reconfirm a 5th time -- we are reporting support service hours, not just classroom instruction hours?

Response: Yes. We are reporting all student hours in the seven program areas. However, many members did not track service hours in their attendance system or did not provide details by program area. We do not want district guessing. The hours data must be backed up or validated by your attendance system.

Wayne: If students are studying and assessing on an online program to study for a QuickBooks or Excel class, can we count those attendance hours?

Response: No. Studying and tutoring would NOT be considered student hours for this exercise. There are limited instances where tutoring can be claimed for apportionment/attendance, but you must follow the appropriate education code and regulations. (EC 58170).

Beth Cutter: What about hours spent on online instructional classes for completing high school diploma classes? The time is track-able / verifiable in the system (for us Edgenuity)

Response: For K12 and County Office programs, 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).

Beth Smith: If students, while in a classroom receive information about transition services to the college or other support services (babysitting), do we report them as instructional hours or support service hours?

Response: If the student is in the classroom and it is an approved course, all hours would be counted towards instructional hours.

OPERATING EXPENSES BY FUND SOURCE

Carolyn Vang-Walker: PD and credentialing costs reportable?

Response: Yes. Please attempt to prorate them by program area if unspecified.

Lori Hawkyard: Just to clarify: No reporting for fee based courses without a non-credentialed teacher?

Response: Yes. Correct.

Chrissy - RSAEC: When it states admin costs for those who oversee all areas of noncredit, would that include non CAEP areas such as parenting/older adult or is this specific to the 7 program areas?

Response: Just the seven adult education program areas.

RCCD: We are a little confused on how to report costs for a student enrolled in both credit and noncredit. For example, if a CalWORKs student is enrolled in three credit courses and one noncredit, do we count the CalWorks funds spent on that student?

Response: Only report the costs associated with the student enrolled in noncredit. If that is too difficult, you may prorate costs.

Natalia Moessner, TUSD: We report these operational costs YTD when the report is due?

Response: The time period is July 1, 2017 to June 20, 2018.

Kristen - Salinas Valley: what about WDB/WIOA-funded contract ed?

Response: Contract Education is outside of our program. So you would not report those funds.

Lori Hawkyard: Please define contract ed.

Response: "Contract education" means those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college (EC 78020). The contracting community college district or districts shall recover, from all revenue sources, including, but not necessarily limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or training. The attendance of students in these contract education programs shall not be included for purposes of calculating the full-time equivalent students (FTES) for apportionments to these districts, unless all statutory and regulatory conditions for generating FTES are met (EC78021).

JoDee Slyter: We're reporting on program operating costs not consortium operating costs, correct? Do not include consortium-operating costs, correct?

Response: Please DO include the California Adult Education Program consortium related costs in this exercise.

Marina Washburn: At community colleges, do we take into account the cost of faculty even if AEP is not paying the faculty salaries.

Response: Yes. Please account for all expenses in the seven program areas regardless of fund source. If noncredit apportionment is paying for the cost of faculty, and they are teaching in an of the seven program areas, please include their salary costs for the AEP courses.

Branka Marceta: This is probably more appropriate for the Google Group and I will post there too. One of members asked the following: In TE there is a program area to mark for "workforce readiness" (re-entry). Some of us do not use this program area. But, students over 55 can trigger hours in "workforce re-entry". Also feeding these hours is ESL students that pass certain COAPP tests because ESL teachers have been advised to mark "acquired workforce readiness skills" if the student passes the test. In NOVA there will be no leveraged funds for workforce re-entry even though there are hours reported. How do we proceed?

Response: As long as those hours are reported correctly elsewhere - I would not be concerned about have no workforce reentry leveraged funds. There is no penalty.

Chrissy - RSAEC: Neil - am I correct that we will need to go back to other grants to see the amount spent only during 17-18 for projects such as Strong Workforce that are funded for multiple years?

Response: Yes. Please isolate expenses between July 1, 2017 and June 30, 2018.

Kristen - Salinas Valley: Please clarify: Are we reporting $ received or $ spent?

Response: We are reporting dollars received and spent/expensed between July 1, 2017 and June 30, 2018. For example, if you collected $100,000 dollars in fees for an adult education

program, we are assuming those fees were expended. In general, all collected fees, during the period, should be reported in NOVA for this exercise. Note: community education, community services, and contract education are fee-based programs, but are outside of the California Adult Education Program

Branka Marceta: Also in the case of our consortium, a number of members did not get their CalWORKs fund during the time we are reporting, so those funds will not be reflected.

Response: Yes – that's fine. If you didn't receive the funds during the time period July 1, 2017 to June 30, 2018, than please do not report those expenses.

Francisco: Our college's noncredit programs are placed in various disciplines. However, ESL and some short term voc courses are partly funded by AEP. Do I need to report the expenses for these courses only or for the entire noncredit programs in the college?

Response: Please report the seven adult education noncredit program areas regardless of funding. So any expenses related to noncredit ESL, ABE/ASE, AWD, K12 Success, CTE, Workforce Reentry, and/or Pre-Apprenticeship courses must be submitted in NOVA for this exercise.

Bill Bettencourt: Give us some guidance on LCFF dollars. LCFF to support a concurrent class...those students are not AE students, etc, but the class does deliver to both concurrent students and AE students...it is leveraging the resource.

Response: Please prorate the class expenses to reflect the share of the AE students.

Chrissy - RSAEC: I am not sure if you have answered this yet... Can you explain Community College Supportive Services? I am wondering if we need to try and figure out the facilities costs that noncredit does not specifically pay for (example: shared classrooms on the credit college) and/or shared staff such as custodial/safety officers that also assist with noncredit students/facilities?

Response: Please work with your Business Office or Accounting staff to obtain a general overhead cost for your AE program. This would be a fixed program cost for any overhead/operating costs (facilities, custodial, safety, utilities, etc.).

Gwun Lau: If our Perkins were spent outside of the 7 programs areas, do we include those expense?

Response: No, please do not include them. Only included expenses for the 7 AEP program areas.

Bill Bettencourt: Is there any way more dollars can come out to the field, like that data money came out before. ALL of this is new work that has become new and added costs JUST to fill out

all these new reports and ALL the required data tracking...you know this is killing us off slowly. The cost for data collection is coming out of funds that are then not available for students and programs.

Response: We will note these hardships in our report to the legislature.

JoDee Slyter: Determining in-kind costs when a facility is being offered for the use of a CTE class (with equipment etc.) is going to be difficult.

Response: We know this is not an exact science. Please work with accounting staff or your business office to come up with an in-kind amount.

Chrissy - RSAEC: If we pay reduced rent to another consortium member to conduct classes at their facility would that be in-kind or expenses or both?

Response: It would be your cost, plus the in-kind cost the other member paid or reduced.

Branka Marceta: When and how will we know if we have to do it again next year?
Response: At a minimum, we will be required to report state funded expenses for the prior state fiscal program year by program area. Estimates would be due in September, with actuals to be certified in December. More details later this year.

Connie Pekedis: We have about 30 off-site classes. We need to document site use, including utilities, etc. for all of them?

Response: Please work with your accounting staff or business office to come up with a fixed overhead cost that you can use for all 30 sites.

Kristen - Salinas Valley: I do think there is a possibility that for Members who receive small amounts of funding might consider the funding not worth the amount of reporting required; this might put them over the edge (just my two cents).

Response: If smaller districts are overwhelmed by this exercise, please tell them to do the best they can, knowing that some of this data may be used for policy decisions. There is no penalty for zero reporting, but it doesn't help us move the program forward.

NOVA USAGE

Erika Verdenelli: If we are part of two consortiums which we report separately, do we add all AEBG funds in the leverage funds table? Do we report the same leverage of funds in each consortium?

Response: Members that receive adult education funding from multiple consortia – can decide to separate out hours & expenses by each consortium or lump sum report them in one consortium. Regardless of which way they pick, they still must have their reports submitted and certified for each consortium in NOVA. For example: if a county office were a member of 3 consortia, they would have to submit and then have certified a report for each consortium (3 in total). We hope this avoids duplicate reporting (or provides options if the member has difficulties separating the funds).

Kristen - Salinas Valley: Last I looked there was not a line for private grants/funding - has that been added?

Response: Please see the drop down menu in NOVA and include other grants. If the drop down is not an exact match, please pick one that is closest.

Chrissy - RSAEC: Looking at NOVA, I don't see where I can input the other funds - such as Strong Workforce, SSSP, other grants, in-kind, etc.

Response: Please see the SELECT NEW FUND drop down menu in NOVA.

Marisol Z.: Can you delete an added fund if we chose the wrong fund?

Response: You cannot delete an added fund, but you are not required to enter any data for it either. Just leave it blank.

JoDee Slyter: Are all non-funded members showing up as optional?

Response: Yes. That will be indicated in NOVA.

JMortrude: In Select New Fund can you type in a new type or just select from drop down list?

Response: You are limited to a selection from the drop down list. If your fund doesn't match the names on the drop down, please select the one that most closely resembles or is like your fund source.

Suzanne Murphy: Is there another category, or to explain the source if not listed.

Response: No. Please choose the fund source that most closely fits.

Heidi Andrews, CCCOE: Is "Member Representative" the only designation that can enter this information or can "Member Contacts" enter?

Response: Member Representative and Member Contacts can enter and submit information/data. Primary contacts can certify the information/data.

Dana Galloway: Does primary contact have to certify by Feb. 15 also?

Response: Yes.