

## CAEP Summary

### Purpose

The CAEP Summary Report provides a real time snapshot of your whole CAEP program. It provides a duplicated count of your enrollees across the 7 CAEP programs as well as an unduplicated count of total enrollees. It also reports your total Literacy Gains, CAEP Outcomes and Services.

### Definitions

Program Areas (A)	A student who enrolls in any of the designated CAEP programs qualifies for CAEP outcomes. A student who has not enrolled in any program will not earn outcomes, but will appear under No Designated Program and qualifies to receive services under CAEP.
<b>Literacy Gains (Pre/Post)</b>	
Enrollees (B)	These are students who qualify for NRS Table 4, which includes the requirement of at least one test and 12 hours of instruction.
Number with pre/post (C)	These are students who have both a pretest and post-test.
EFL Gains Achieved (D)	The number of students who progressed to or beyond one educational functional level.
<b>CAEP Outcomes</b>	
Enrollees (E)	These are students who qualify for NRS Table 4 -- except they do not have to have any tests.
Other Literacy Gains (F)	There are four literacy gains unrelated to pre/post testing: Carnegie Units/High School Credits, CDCP Certificate, Occupational Skills Gain, and Workforce Preparation.
HSD/HSE Achieved (G)	High School Diploma, Passed GED, Passed HiSET, and Passed TASC
Post Secondary Achieved (H)	College Degree (AA,AS,BA,BS), Graduate Studies, Training Credential, Occupational Licensure/Certificate, Apprenticeship
Enter Employment Achieved (I)	Get A Job, Retain Job, Enter Military
Increase Wages Achieved (J)	Increase Wages, Get a Better Job
Transition Post-Sec Achieved (K)	Transition to ASE, Transition to Post-Secondary/CTE, Transition to Post-Secondary/College
<b>Services</b>	
Enrollees (L)	These are all students in your TE database.
Any Services Received (M)	This is an unduplicated count of services received. For example, a student who has received both Supportive and Transition Services will be counted only once. <i>*Column M provides an unduplicated of all services received. Columns N-Q provide a duplicated count of services within that category.*</i>
Supportive Services Received (N)	This is a duplicated count for this field. For example, a student who has received Child Care, Transportation and Housing services will be counted three times.
Training Services Received (O)	There are 12 possible training services identified in TE. See below for where to find these values. The count is duplicated.
Transition Services Received (P)	There are 10 possible transition services in identified in TE. TE. See below for where to find these values. The count is duplicated.
Career Services Received (Q)	There are 5 possible career services in identified in TE. TE. See below for where to find these values. The count is duplicated.

## Info Sheet

Students in two or more programs	This is the number of program enrollments in all columns. For example, if a student is in both ESL and CTE the student will be counted twice.
Total unduplicated students	This is the number of students in each column. For example, if a student is in both ESL and CTE the student will be counted only once.

## Where to find data elements in TE

Other Literacy Gains (F)	Records→Students→Records (Work and Education Results)
HSD/HSE Achieved (G)	Records→Students→Records (Education Results)
Post Secondary Achieved (H)	Records→Students→Records (Education Results)
Enter Employment Achieved (I)	Records→Students→Records (Work Results)
Increase Wages Achieved (J)	Records→Students→Records (Work Results)
Transition Post-Sec Achieved (K)	Records→Students→Records (Education Results)
Supportive Services Received (N)	Records→Students→Student in Program Year
Training Services Received (O)	Records→Students→Student in Program Year
Transition Services Received (P)	Records→Students→Student in Program Year
Career Services Received (Q)	Records→Students→Records (Services and Skills)

## Frequently Asked Questions

*Q: I thought there were only 7 CAEP programs, why do you list 9?*

A: CAEP considers ABE/ASE as one program. For federal reporting, ABE, HSD and HSE are separate programs.

*Q: How do I find students who are not in one of the 7 CAEP programs?*

A: First go to Records→Programs→Enrollments and look for students with Other for program or any program that is not one of the AEBG 7. Next go to Records→Students→Demographics and open the Filter button, then click the dropdown menu next to Default and select the filter called Missing Student Enrollment.

*Q: Where can I find the score ranges for Educational Functional Level for NRS approved tests?*

A: Refer to NRS Test Benchmarks for Educational Functional Levels: [https://www.casas.org/docs/default-source/wiaandnrs/casasnrs-wiaii.pdf?sfvrsn=9f1c18ce\\_27?Status=Master](https://www.casas.org/docs/default-source/wiaandnrs/casasnrs-wiaii.pdf?sfvrsn=9f1c18ce_27?Status=Master)