NOVA Program Area Changes for 18-19 Webinar Chat
August 21, 2019

Are we all using the Program Area instructional hours from TE?
Jay: Yes

Is this total student hours of instruction by attendance or total hours of instruction available to students?
Jay: By attendance actually attended.

How are community colleges pulling hours of instruction?
Neil: You can use your attendance system, DataMart, the 320 report, or a formula that allocates program area hours of instruction as accurately as possible.
https://datamart.cccco.edu/DataMart.aspx
https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Reporting-Portal

The leveraged Funds are for 18-19?
Neil: Yes. Just funds expensed in 18-19. Not funds received.

What if someone submits by accident?
Veronica: If someone submits by accident, they can go back and update their information without having to go through the "un-certification" program. **Caution: Make sure the correct program year is selected.

If we have our actuals already can we submit actuals now?
Neil: Yes – you may submit actuals any time before 12/1/19 when ready.

For hours, is that the TE State Report CAEP Program Hours?
Jay: Yes. Go to Reports – State Reports – California – CAEP Program Hours.

Will ABE be clustered with ESL in the future like WIOA or will it continue to be paired with ASE?
Jay: WIOA II requires that program enrollment be rolled up, so that each student is assigned to just one program, to avoid any duplication. CAEP is more concerned with the program by program breakdown, so the CAEP Program hours distinguishes hours by program and allows students to be associated with more than one.

There were some special instructions on how to calculate hours last year. Have those been sent yet?
Neil: For TOPSPro, just with CASAS or assess the TE reports. See Jay's response for the location.

Will we be shown how to run those reports in TE during this webinar?
Jay: Go to Reports – State Reports – California – CAEP Program Hours

Will we be given a tool to guide folks on calculating in-kind?
Neil: We will be using the federal in-kind definition. If you are WIOA II, it is the same calculation. If you are non-WIOA, please refer to the definition and link to the federal regulations in the program reporting guidance memo.

Is there way to run CAEP reports from MIS?
Neil: MIS collects data on the noncredit hours. Make sure you report noncredit only hours in the seven program areas. You can use your attendance system, DataMart, the 320 report, or a formula that allocates program area hours of instruction as accurately as possible

How do you access the TE reports?
Neil: Running report in TE: Reports > State Reports > California > CAEP Program Hours > Generate Report.

55+ adults in CTE need to be pulled out?
Jay: This will be a change for PY 2019-20... but for now we're leaving these features as is, given that the requirement for Sept 1 is for PY 2018-19.

HSE practice tests are diagnostic and seem to be part of instruction, yes?
Neil: Yes – if included as part of the instructional class.

What if student is only in a class that we have marked at Workforce Prep? We don't assign Barriers to that student?
Jay: It is okay to assign barriers to students in Workforce Prep. The change is not that barriers do not relate to Wf Prep students – in most cases I assume they still do. The change is just that recording barriers for a student does not automatically assign that student to Wf Prep like it did before.

Do we just assign all classes to Short term CTE instead to avoid this problem?
Jay You can do so but as above... it is not necessary.

Is the 320 report in MIS?
Neil: Here is the link.
https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Reporting-Portal

We worked with our Colleges to come up with a formula to figure out a formula to calculate most accurately for our non-credit hours per program for our programs in ESL that have both credit and non-credit.

Is the reporting period for community colleges based on terms? Su18/FA18/SP19
Neil: Yes – and winter if you ran any classes.

For community colleges are we looking at all ESL both Credit and Noncredit?
Neil: Just non-credit.

Do we report hours in the correctional facility if our jail program is not part of the CAEP program funding?
Neil: If you receive specific K12 Adults in Correctional Facilities funding from the California Department of Education, then you would report it. See link. https://www.cde.ca.gov/fg/fo/profile.asp?id=2266

What would be the advantage or disadvantage to report the optional funds?
Neil: Only if your consortium wanted this information for regional planning & budgeting.

CalWORKs funds, our school was awarded funds which were not received during SY 2018-19. Do we need to report these funds?
Neil: Only report funds expensed.

CAEP and WIOA II funds pay our Adult Ed instructors. How would I report only instructional hours paid by CAEP?
Neil: For Student Hours, you report only by program area. For leveraged funds, you only report by fund source and program area. You do not have to break out by object code.

Will CASAS have the 2018-19 hours of instruction data updated in the system? Or I will have to report actuals hrs. of instruction in November? What is the difference between the CASAS NOVA Program Hrs. format and CAEP Program Hours?
Jay: There is no "update" that CASAS does for this… (updating your student's attendance hours is 100% up to you ☺) but as long as you have entered all your hours in for PY 2018-19, then the report should display your hours by program correctly.
If you mean is the report updated… we will do so for PY 19-20, but given this requirement is for PY 18-19, we are leaving the CAEP hours report as is until after this NOVA requirement is complete.

Enterprise is still pulling from Personal Status or Employment Barriers some numbers didn't make sense so be careful with the reports but the raw data will be good.
Jay: I think this response is the same as the one next to your other question above.

Do ccc CalWORKs students have to be coming from an adult school to be counted in instructional hours and CalWORKs expenses?
Neil: No – any CalWORKs student attending noncredit courses.

Can program areas be a locked row so that we don't have to go up and down to see what category is for the column?
Neil: Sorry – we are waiting for some programming fixes. Probably will not be read in time

Will a member be able to un-submit their actuals in the event they need to change something after they have officially submitted?
Veronica: Yes. The primary contact will have to "un-certify" the report, then the member will "un-submit." Once the changes have been, the member will "re-submit" and the primary contact will "re-certify."

Reporting for the CC are only for Non-Credit Courses. Yes?
Neil: Correct.

As I understand it, we need to distribute CAEP funds used for admin, facilities, etc. across program area. Should we use hours or expenditures for the distribution?
Neil: yes. Please distribute any administrative/overhead expenses used to serve adults in the seven program areas across the program areas using an allocation methodology that accurately spreads the expenses.

Pathway to CASAS report for instructional hours?
Jay: Reports – State Reports – California – CAEP Program Hours