PROGRAM YEAR 2023-24 DATA DICTIONARY

SUMMARY OF CHANGES

Entry Record

1. Page 3. Updated language for providing SSN and SSN Consent. Added information about using the new Taxpayer ID ITIN number.
2. Page 5. Refined language for Field 9 Native Language to reference additional options in TE software that are not available on the Entry Record.
3. Page 8. Updated Field 12 Primary and Secondary Goal to better distinguish primary goal from secondary goal.
4. Page 10-11. In Field 13, updated language for Family Literacy, Workplace Literacy, Distance Learning and Carl Perkins for PY 2023-24.
5. Page 11. Field 14 Barriers to Employment. Added general guidance about how to record Barriers with references to Attachment T.
6. Page 12-13. Field 14 Barriers to Employment. Refined language for Cultural Barriers, English Language Literacy, and Low Literacy Learners, and clarified how these fields are used for state and federal reporting.
7. Page 18. Field 18, updated language for self-reported instructional level, and indicated more guidance will be forthcoming in 23-24 for reporting high school credits.

Update Record

8. Page 24. Field 6, refined language for Retained in Program and Left Program, and clarified how TE uses attendance hours to define Periods of Participation (PoPs).
9. Page 25. Field 8, added reference to Attachment S – Services, and provided more specific directions for accessing this field directly in TE software.
10. Page 25. Field 9, Learner Results. Alerted users about potential changes to these TE outcomes later in PY 2023-24.
    a. For WIOA II, added general language about how these results may align to IET outcomes on NRS Tables 4 and 11
    b. For CAEP, how this alignment may change related to the 6 CAEP reporting areas of AB 104.
11. Pages 27-30. Field 9, updated additional Update Record outcomes that are now recognized on NRS Tables 4 and 11.
12. Page 32. Field 11, Hours of Instruction. Included basic directions for recording attendance hours directly into TE in lieu of using the Update Record.
13. Pages 32-33. Fields 12 & 14. Added language stating that these fields are intended for learner outcomes achieved after student exit.
14. Page 33. Field 13, Instructional Level. Included note to use the Instructional Level field in the Entry Record, not Update, to record high school credits. Noted there will be changes to this process in PY 2023-24.

Test Record

15. Page 36. Included reference to Attachment A – CA Statewide Assessment policy for more information about implementing CASAS assessment.
16. Page 37. Updated language for appropriate use of student Social Security Number.
17. Page 38. Field 8, Hours of Instruction. Clarified how use of this Test Record field differs from the Hours field in the Update Record.

Manual Data Entry

18. Page 42. Updated Program Year.
19. Page 42. Added language to distinguish the generic Course Code field in TE from the CDE Course Code (formerly known as A-22).
20. Page 44. In Class Definitions, updated information about the requirement to mark the federal Classification of Instructional Programs (CIP) and CDE course codes (formerly known as A22) and added a link to the OTAN Website for Course Code selection.
21. Page 44. Updated Program Year.
22. Page 45. In Class Instances, added directions for creating a Class Definitions record in TE.
23. Page 45. In Class Instances, added instructions for "mixed" classes when some students in the class are assigned in a Special Program, and others are not.
24. Page 45. In Class Instances, included specific information about "IET at Outside Agency." In Instructional Setting.
25. Page 46. Inserted row for Intensity and Graduation Requirements.
26. Page 47. Consolidated student demographics fields and aligned these definitions with the Entry Record.
27. Page 47. Added definition for Native Language, and referenced several additional languages included in TE that are not listed on the Entry Record.
28. Page 47. Added new definition for Taxpayer ID (ITIN) and included language about using the Consent field for ITIN like for SSN.
29. Page 48. Added definition for CalJOBS ID.
30. Page 49. Edited language describing how specific Barriers to Employment are used for state and federal reporting.
31. Page 49. Included recommendation to record specific short-term services in TE, and referred to Attachment S for more information.