

# PROGRAM YEAR 2024-25 DATA DICTIONARY

## SUMMARY OF CHANGES

### Entry Record

1. Page 1. Renumbered 3 fields on the Entry Record table.
2. Page 2. Renamed Local Agency ID to CASAS Agency ID.
3. Page 3. Updated language for providing ITIN, SSN and SSN Consent. Added information about CDE Memorandum 17-01.
4. Pages 4=5. Field 8a, updated definitions for Filipino and Pacific Islander.
5. Page 10-11. In Field 13, updated language for Distance Learning and Carl Perkins for PY 2024-25
6. Page 11. Field 14 Barriers to Employment. Edited notes referencing Attachment T - Barriers to Employment.
7. Page 12. Field 14, Barriers to Employment, edited the definition for Homeless.
8. Pages 15-16. Field 16 Personal Status. Strengthened language to document Student Co-Enrollment in WIOA Titles I, III, and IV.
9. Page 18. Field 16, added definition for Refugee, and distinguished options that appear on the Entry Record versus those only in TE software.
10. Page 18. Field 18, updated language for self-reported instructional level, and indicated that student progress via high school credits (now NRS MSG 1b) is now reported on Update Record Field 9.

### Update Record

11. Page 25. Field 8, identified updates to Attachment S – Services, and provided more specific directions for accessing this field directly in TE software.
12. Page 25. Field 9, Learner Results. Alerted users about new changes to federal reporting requirements as outlined in OCTAE Memorandum 17-02.
13. Pages 26-32. Field 9, identified several Employment and Education results that align to new NRS Measurable Skills Gains (MSG's).
  - a. WIOA II: related several outcomes definitions to NRS MSG's 1a-1d, and some to NRS MSGs 3, 4, and 5.
  - b. CAEP: related several outcomes to the six areas of AB 104.
14. Page 26. Field 9, updated language to *Entered Training Program*.
15. Page 29. Field 9, updated definitions to *Secondary Transcript and Post-Secondary Transcript*, and separated them as two different listings.
16. Page 29, Field 9, aligned *Secondary Transcript* to NRS MSG 1b HS Credits, and *Post-Secondary Transcript* to MSG 3 Post-Secondary.
17. Page 30. Field 9, updated definition for *Transitioned to Credit (non-transfer)*.

18. Page 33. Field 13, Instructional Level. Included note to use Updated Field 9 for high school credits, not the Instructional Level field.
19. Page 34, Field 14, edited definition to clarify this field as a follow up outcome.
20. Page 35. Field 15, clarified the 4 specific Reasons for Exiting that affect follow up status.

### **Test Record**

21. Page 38. Updated language for appropriate use of student Social Security Number.
22. Page 39. Added note that CA agencies must use CASAS STEPS for assessing ESL learners and CASAS GOALS for ABE/ASE.
23. Page 41. For CAEP, added note to fields 10-13 about using EL Civics COAAPs as Immigrant Integration Indicators (I-3) outcomes.
24. Page 42. Added more guidance for *Student Does not have Skills to be Tested*.

### **Manual Data Entry**

25. Pages 43-53. Updated several TE screen shots in Manual Entry section.
26. Page 43. Agency ID is assigned by CASAS..
27. Page 43. Updated Program Year.
28. Page 44. Designated CDS Vendor Code as an optional field.
29. Page 45. WIOA II: Updated list of Funding Sources.
30. Page 45. Clarified CASAS process for designating Contact Information in TE.
31. Page 46. Updated Program Year.
32. Page 46. In Class Instances, added instructions for “mixed” classes when some students in the class are assigned in a Special Program, and others are not.
33. Page 46. Added optional information for *Transitions* in the TE Class Instance .
34. Page 46. For CAEP, clarified that EL Civics Focus Areas are for WIOA II reporting and not applicable to CAEP only agencies.
35. Page 47. WIOA II: Edited list of EL Civics Focus Areas.
36. Page 48. Added a new definition for Taxpayer ID (ITIN) and included a reference to CDE Memorandum 17-01.
37. Page 50. Aligned *2014 GED Subsections* and *HiSET Subsections* to new NRS MSG 1d – HSE Subsections.
38. Page 51. Short term Services. Updated reference to Attachment S - Services.

## **PROGRAM YEAR 2024-25 ATTACHMENTS**

### **SUMMARY OF CHANGES**

1. Attachments A, B. Replaced Assessment Policy and Local Assessment Guidelines from PY 2023-24 with new OCTAE approved versions for PY 2024-25.
2. Attachment D. Updated screen shots from TE Agency Record. Added information about CDE Table 7A.
3. Attachment G. Expanded documentation to include quarterly reporting guidelines and notes for all three versions of the Data Integrity Report – 1) NRS; 2) Payment Points; 3) CAEP.
4. Attachments H. I. Updated several examples. Removed some references to requirements explicitly for COVID-19 era reporting such as Force Majeure.
5. Attachment N. Added 4-5 new acronyms to the document.
6. Attachment S. Updated several Services definitions and provided specific suggestions for recording services common to Adult Education.