

Data and Reporting System Task Force

Lexington Hotel Lansing, MI

December 11, 2009

Present: John Fonash, Robin Dennis, Karyn Goven, Kim Thinnes, Erica Nakfoor, LaDena Watts-George, Tania Butkowski, Dean Smith, LaVena Paquette, Mary Marcil, Judy Cock, Gary Tweedle, and Bert Quinn .

1. Call to Order
 - 8:55 A.M.
2. Approval of Minutes of October 16, 2009
 - The members reviewed the minutes. Dean motioned to accept minutes and LaVena seconded. Motion carried.
3. Updates from the Department
 - Karyn sent letter to Dianne regarding recommendations from Data PTF.
 - Responses and discussion.
 - MAERS Training
 - Needs approval from new supervisor. Date to be set in January and Karyn/Dean will need to contact Dianne to work it out.
 - We are suggesting a full-day MAERS training for new individuals on Tuesday, January 26th. Likely to be conducted in Lansing at the MTEC. Kathleen or Bonnie can set-up. To be called MAERS 101. Training will be 5 to 6 hours in length.
 - Advanced training can occur at the MAETC in the spring.
 - Recommended that training be announced through list-serve as MAERS contact information may not be up-to-date.
 - If identification of new individuals is able to occur through MDELEG, then it is recommended that the department send a welcome letter with a calendar, MEGS, MAERS for reference and understanding of what needs to occur.
 - On-line training/hire additional staff for MAERS. Dianne responded and will contact Deb Hargrove regarding matter.
 - Regional MAERS Training and Contacts - Dianne supported. Train the trainers and all topics will be covered.
 - Technical assistance for MAERS Advanced. It was suggested that we incorporate how to enter data on a new consortium level that would cover how to use reporting MAERS for performance report, etc. Consortiums need to be aware of goal-setting, federal grant, data management, regionalization, and reporting. Staff continues to diminish in department, which make such training difficult.

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- ½ day training for advanced group/ consortium. Suggested January 27th at same place.
- Suggested that a sub-group is formed. This group could meet then questions and answers for this presentation. Diagram/map of region for each one. Set up date to meet after holidays or a phone conference.

MAERS/DATA Sharing

- Firewall between Michigan Works/MAERs is still being looked into by the department. Andy Levin or an individual with authority over MWA/AE will need to determine that a firewall can be removed then Dean/others can complete this recommendation so the two databases can communicate to each other.
- Recommended that Dianne write letter seeking approval.
- To follow-up on adults, the database requires social security number or work related goals to retrieve information. The state has rule that prohibits asking for the social security. Programs are encouraged, but not required by state.
- As this has been recommended for years, does this PTF continue to pursue this recommendation or drop it? Regionalization will have a larger voice and should be helpful to influence this recommendation. The group decided to continue this recommendation with a message that it has been a consistent recommendation since the start of this PTF was formed.
- Finances are one reason that it has not gone further as it will be costly.
- Dianne definitely needs to become involved for this recommendation to work. PTF can recommend that she takes higher and/or take to post-secondary strategy committee. Andy and Lisa at Post-secondary meetings can also influence this recommendation for the positive.
- MAERS to integrate with MIS is being worked on currently. MAERS/MIS/MWA are all a part of the same system, only a firewall separates them.
- Potential issue is that incorrect or duplicated information gets inputted.
- PTF needs to address shortage of staff and increased demand for the program by making a recommendation.
- Data Reporting will continue to be our task force name.

STUREC/MicroData

- Recommended that MicroData be invited for training/assistance. Dianne stated it could be discussed.

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- Sturec issues were discussed, including the transformation and new requirements that may not work on this program. It was also stated that Sturec cannot be supported or endorsed by the state. It was stated that MicroData is generally responsive to any issues or concerns brought to the company's attention. It was suggested that a Sturec user group be created for support, expression of concerns and to help resolve issues. Also suggested that a letter from a group of directors can compose a list of requests or suggestions to MicroData with signatures. Need a lead on this matter and it will be considered for later.
- Other AE databases were discussed as an option for providers. MAERS as a data management program for providers were discussed. Not feasible due to privacy and funding issues.
- Many programs have developed their own management tool.

Follow-up

- The follow-up requirements were put in place by the feds. They are also suggesting that the state programs gather SS numbers to help follow-up.
- Recommended that a survey of programs for follow-up data as of time/cost. The statistics/reports given by Cliff are definitely reviewed.
- The law regarding SS numbers needs to change for follow-up purposes. It needs to be recommended at a state level with legislature.
- Also need to recommend that the department need more support for systems, MAERS/MIS as it is not broken.

New Name for PTF

- Dianne states our PTF name will remain Data and Reporting System Task Force.

4. Open Issues

New Definitions

- No definitions.

Mentors

- Karyn sent a letter to new directors asking if they were interested in having a mentor.
- Anita Caref wants a mentor for WIA grant. Judy will be her mentor.
- Tom Richardson of Van Buren ISD in Paw Paw will be mentored by John Fonash and/or Rich Klem.
- Jennifer Tenbusch is from Caro Alt. Ed. Karyn will ask Gloria Henry to be her mentor.
- Joel Hoppa will be mentored by Doug Wood and Megan.

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- Brighton Director will have Karyn as a mentor.
- Karyn will send another e-mail letter to all new directors again as response was low.
- Mentor program for administrative professionals may be suggested at a later date.

New Name

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Data Sharing

- Ericka provided a Florida Pre-K through 20 data warehouse fact sheet to the group. This covered 1995 to present. CEPI already does this type of collection. It was discussed whether programs would need to require a release form before information is entered into MAERS, etc. As CEPI/MAERS information cannot be retrieved by other program and only by submitting agency a release is not necessary. Therefore information is private and only goes back to submitting agency – no form would be necessary.
- Follow-up information does have a release of information and could be established.
- A blanket release statement could be placed on the ALP for all information sharing purposes.

5. New Business

Goal Setting

- This is on the agenda for Accountability PTF and is their priority. They are doing a session at the spring conference.
- Data PTF will remove from the agenda.

MAERS Training/Trainers

- January 26th for full-day training for new employees in Lansing at MTEC.
- January 27th for ½ day training. Dean will be provided a list of names (model MAERS users – experience and done correctly) for to contact for
- January 26th Session list of names: Tonya, Robin, Rose - ETC, Rita Everette - Detroit, Tina - Novi, Kathy Osborn - Hazel Park, Sally Hubbard - Kalamazoo, Rose Mather, Vicky Noland.
- In addition Christy's, Sheila, Gloria, or Carrie Ballard's will be asked if they have support staff that would be interested.
- January 27th Session list of names for advanced users: Mary, Tonya, Karyn from Data PTF.

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- Karyn will pursue interest from the names above then she'll provide a list to Dean.

MAERS/STUREC

- See above – discussed.

Transformation TF

- A series of meetings that were sent by MDELEG were discussed and suggested that everyone attend to provide input.
- A brief discussion on the implications for the TTF on the Data/Accountability TFs.
- Policies based on data.

ALP

- February 25 is a meeting for the ALP.
- Karyn will ask Kathleen about the ALP and revision. She will suggest that all PTF look at it.
- Discussion of changes that will occur from goal-setting and transformation TF.

Spring Conference – 3 sessions recommended.

- Patty came to discuss conference
- Monday, May 4th – Evening GED Reception
- Tuesday, May 5th – Required GED Examiner Workshop
- Conference Dates: Wednesday, May 6th to Friday, May 8th.
- Wednesday, May 6th will be a reception for exhibitors from 4:30 – 6:30 p.m.
- AE directors will be encouraged to invite partners to attend conference.
- A sign-up sheet for group to help at conference will be handed out with tasks and times.
- Three items needed to help out: 1) Topics to present, 2) facilitating, 3) field members to support attendees after training.
- Transformation Quick Reference – (Like Speed Dataing) With information for governance, partnerships, data management, etc. for administrators' reference.
- Friday Goal Setting & State update
- Data will do MARS Training and Snapshot with Regional information. This will provide attendees a reference or an example base on potential regions as suggested by the Transformation TF. Recommended that we not change the snapshot document in appearance. Tania got data for a mock "region". Looking at different charts/tables, potential errors and

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then point information out to the LEAs. Demographics can be done easily with pivot charge. Regions will need to know: characteristic, population, services, gains, etc. Snapshot could be a starting point. This session could provide attendees a template. This document will be kept simple. Data can gather information for each of the 16 regions. TTemplate reports for February and one month after the TTF meetings around the state. Make only two pages, front and back. Tania and Mary will complete mock snapshot for a region by next meeting.

- This conference will be different with no call for presenters and small sessions. Seeking passionate presentations. Also MDELEG is looking for field members that can provide support during and after transition of AE for practitioners to reference.
- Literacy council example shared: What does learner need? Link ABE to Literacy. Where ABE provides tutoring for volunteers and then use them with students.

Presentations thus far:

- Literacy
- Distance Learning
- MAERS all in One – Required of data by MDELEG
- Snapshot – Required of data MDELEG
- Assessment both CASAS/TABE
- Crossroads Café
- Community College – What does college ready look like? What are common standards for GED?
- Employability Skills
- Power path demonstration
- Work Keys/Key Train
- Contextualized Learning
- Developmental Education
- GED Prep
- Teach Adult Students
- Correction Teachers – ABE/GED/ELC
- Corrections tracking
- What is Navigator?

6. Recommendation for Department

- MAERS/MIS firewall
- A survey regarding follow-up with the following requested information: Name, Program areas ran, Total staff, Full-time/part-time, Percentage of budget used for follow-up, Type of funding used – 107/ federal/both, Funds spent on follow-up, Average time spent on

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each student, Number of students the program was required to follow-up on, and additional comments. There would be

7. Agenda Items for next meeting. February 26th meeting at Lexington Hotel.
 - Discussion communication between director and PTF
 - Follow-up with recommendations to director including that Kathleen be put on Advisory Board.
 - Review data collected from Follow-up Survey.
 - Transformation TF and Field Meetings
 - ALP Follow-up
 - Mentors
 - Other