

Data Task Force

November 19, 2011

Lexington Hotel, Lansing, MI

Minutes

I. Welcome:

Members present: Kathryn Autrey, Kim Bell, Tanya Butkowski, Judy Cock, Robin Dennis, Karyn Goven, Erica Luce, Mary Marcil, Susan Muzillo, Lavena Paquette, Bert Quinn, Dean Smith, Gary Tweddle, LeDean George-Watts, Stacie Zeien

Housekeeping:

- Travel expenses.
- John and Angela need to contact Kathleen to see if they will be attending our next meeting in January.
- Reviewed agenda. Add Attendance Policy and conference on agenda.

II. Minutes:

- Second Bullet: Erica and Susan are still in the Data Task Force. Remove NOT from the sentence. They will be attending.
- Workforce Development Agency is the name to use. Not MEDC not an illegible site, Michigan Strategic Fund because they can accept federal funds. Education and Career Success within Division that Dianne that heads up.
- Approval of minutes as amended: Mary seconded by Dean. Motion passed

III. Recommendations, reviewed not responded

- We will cc Cliff on recommendations. In future, we will send recommendations to Cliff and Dianne. If we just cc Cliff, he will not respond and expect it from Dianne.
- Need to go through proper channels. Cannot cc or give to Elliot.
- Elliot is Dianne's boss.
- What about Joe Billig on MAERS issues?

IV. MAERS:

- *3 step correction action plan process:*
 - Passed out plan from 2007 meeting with data and accountability group.
 - The correction was developed for those who did not input data into MAERS, it also included a process for pre and post testing
 - Monitoring has the same steps. A little different. After you do a visit, setting time lines, goals and improvement plan. Program improvement and they look at data.
 - Should we send a letter at the beginning of year, welcoming, please be advised you have to if you are new? Cannot be list serves, many email accounts are dead because of changes in directors. Difficult to mail a hard copy of letter because sometimes those that are higher up especially superintendents do not know about adult education and it may sit. Do more reports on a monthly process.
 - John Fonash sent an email about the uncertainty of TABE testing with 60 hours. 40 hours TABE. He also had concerns with data from other sites. At the end they are punished because other sites did not input data. As a fiscal agent, you can look at data. Need to do a better job if you are contracting through them for services.
 - Smaller programs that are not putting into MAERS, and turnover is high with staff. Now they can check monthly or create process. At end of the year, won't be a surprise.
 - Issue is really post-test. ABE is a big group who do not post-test. What can we do for best practice? Some groups have to carry other groups to make sure they have numbers.
 - Disclaimer on steps that state will use discretion for all programs.
 - #1. Districts that have not inputted into MAERS. Is it okay? Looking at monthly reports.

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- A. State run monthly reports and contact provider who has not inputted data.
 - B. Mandatory meeting to provide technical assistance and to develop a corrective action plan.
 - C. For those that remain noncompliant send a notification and freeze 107 and WIA monies.
- #2. Those that have not pre-tested. (Percentage of pre-test should be at 100%)
 - State run monthly reports and contact provider who has not inputted data.
 - Mandatory meeting to provide technical assistance and to develop a corrective action plan
 - For those that remain noncompliant send a notification and freeze 107 and WIA monies.
 - #3. Those that have not post-tested.
 - Post-test: Red flag-when state checks reports
 - Difficult to check on post-testing because it would vary.
 - Difficult to set up a percentage. In perfect world it would be 100%, which is what it programs should try to achieve.
- B. *Other issues with MAERS:*
- Can we export data to a spread sheet versus the NRS tables? It would be nice to look at data, sort it, and create other documents.
 - MAERS does accept social security numbers with last 4 digits – need to make it connect with OSMIS.
 - Would it be possible to have a suggestion box on MAERS site? We can create a link at the maepd.org site.
 - Issues with help desk. Some responses have been slow.
 - Need a MAERS list serve that 2 people can get it-directors and data entry person.
 - Our current MAERS is general-just directors.
 - Can put MAERS on MAEPD (see below). Great idea, may have to break it down.

Recommendation: Create a link at the maepd.org website with MAERS. It would be best practices, webinar of the trainings and PowerPoint, FAQ, direct link to MAERS state site and help desk site.

- As a whole the State data is not an issue, it's a local issue. MAERS should pop up N/A for those with participants less than ten. There is not real statistical application. Statistics below 10 cannot get 80% and other times it's at 100% based on outcomes of those low numbers.
 - Theory of regions-they should bring together for numbers and would reach objectives.
- Feds want to do performance base funding. 10% incentive funding for 11-12. Money taken away, there will be additional funding coming forward.

Recommendation: Look at local information in categories. If a category has less than 10 participants, do away with that performance objective as it can be harmful or an exaggeration of success.

- It would be nice to change the requirements. Don't have control once a participant leaves and attends college. Contradicts the idea of duplicating services. The requirements should be: transition into post-secondary or employment. Examples would be: courses for FASFA, Michigan Talent Bank, college application. ALP or goal would be changed to assist in gaining/ retaining employment or transition to post-secondary. We understand goals, and assist to gain the goals. Why are we doing this when Michigan Works job is getting people employment? It does take tons of money and time to get them to next steps. Trying to get data with follow up is almost impossible.
- The request for follow up information is too much information many people don't like it.

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- What kind of research was done with this? It must be an issue with all states.
- It really is a crazy policy, no access to information. Judged on information you can't get.
- This is also a problem for corrections.
- Most states do data match with social security. Michigan has social security act that we cannot use it if it does not relate to employment.
- Again the age of issue we have requested to be able to use social security for employment, it should be done. ??? Not a new conversation. Can't change what feds requiring. Could be best practice approach that would benefit programs and how it would relate to requirements. It is costly for the district.

Recommendation: Start the conversation of how we can count performance objectives as transitions versus duplicating the work of colleges and Michigan Works agency in employment and post-secondary. Also have the ability to capture social security numbers for follow up.

- College and universities now have to report. CEPI helps with this and could provide a report.

Recommendation: Follow up for community college to connect with CEPI so we can get the follow up measures.

- OSMIS: Collects social security numbers, computers connect with data base for wages by ss#. That system matches employment and then schools can meet employment goal.
- Can we look at states that have the data system-did they meet goal? So they can see if it met goal. Very simple.
- FERPA - If not collecting social security numbers, if you don't have a law, can't. Waiver form was created. You can add it to the ALP.

Recommendation: We run a report how many social security # are collected in MAERS and what percentage.

- Once we have that number. Then we can start looking at data. How many was follow-up done with and without social security numbers. We can use that data to make another request to have the ability to add social security to help with follow up.

C. *Administrative Survey:*

- What information are we trying to collect?
- Use Survey Monkey or Zoomerang.
- Need to have the information of who to send to.
- Questions:
 1. Have you attended the MAERS training?
 2. Are you on the MAERS list serve?
 3. Do you understand why we need to do data collection?
 4. Have you used MAERS 2.0?
 5. Have you used the MAERS help desk?
 6. Do you need additional training?
 7. What would you prefer for training? Webinar, face-to-face training, or both?
 8. What topics would you like to have trainings on? Policy, usage, or both?
 9. Have you run reports?
 10. What reports do you run?

- 1. Do you use website resources? MAEPD and Office of Adult education
- 2. What features would you like to add?

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D. Support survey: PERSON WHO DOES DATA ENTRY-This is a personal survey, not a program survey

1. Do you do MAERS data entry?
2. Have you used MAERS 2.0?
3. Have you used the MAERS help desk?
4. Who is the go to person?
5. Do you have an alternative data entry person?
6. Do you need additional training?
7. If so what type of training would you prefer? Webinar, face-to-face training, or both?
8. What topics would you like to have trainings? Policy, usage, or both?
9. Have you run reports?
10. What reports do you run?
11. Do you use website resources? MAEPD and Office of Adult education
12. What features would you like to add?

V. Survey Schedule?

- By December 16th.
- Depends on approval from state.

Recommendation: Approve survey and have it out to field by December 16.

VI. Attendance Policy:

- As State we have to have a guideline. It needs to match the accounting manual.
- Learning Lab: tracking hours? It is not clear in MAERS. Look at distance education policy. Classes should be looked at how it is counted in MAERS. Testing hours? Where is it inputted?
- Follow Up? No information. Why is it in there?
- Sign in Sheet? Can we use for the classroom? Can we use an individual student sign in sheet?
- Quarter hour increments? Change language so that the time would read MAY be reported in quarterly hours increments.
- Why the 15th as date?
- Do not change the language regarding time on assessments –last bullet.
- When is the implementation? This policy should not be retro-active and begin no sooner than July 1, 2012.

VII. Snapshot:

- Mary will be doing the Snapshot. She needs to have it done early as she wants to change it around.
- Mary compiled state data. She had great and interesting data to share.
- State data: 7 out of 11 met performance objectives. Better than last year.
- HSD-- State: 53.4% (feds 48%) retain employment State: 71%, (54% for feds), and Post- secondary State: 61% (feds 38.6%).
- Entered ? State: 56% (feds, 19%) Cliff has that down in the 20ish % for next year.
- We made 7 performance measures. 4 we didn't meet, but we were within 1.5-3.6% so we were very close.
- Last year we met 6, so we did improve. None on the other 4 so we did improve 50%
- 66.9% for pre- and post-tests. Last year we didn't do so well.

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- Dean states that they restructured MAERS. Anyone who exits first two quarters (the first half of the year) their follow up is this year. The last two quarters are reported into next year so you have more time for follow up. Last year we did 2 out of 11, this year we did 7 out of 11.
- Gear it towards more employment. We can look at raw numbers and get a good picture of the data.
- Increase this year for goals. Percentage may have changed, but the performance objective was met.
- Did our numbers increase in goal selection?
- Employment is related to survey and who completed. Follow up is hard. Not an accurate survey. 720 achieved goal out of 3729, last year the numbers were 584 out of 3563. More people entered employment or at least we were able to capture the information for follow-up.
- Last year for retained employment 314 204 had outcome 65%, this year, more than double 783 responded 553 had goal for 71%
- Last year 41% in post-secondary, this year we had double responded, but only 39% met goal.
- Improved with our percentage and completing. Similar to 2 years ago, last year we had a dip. Last year the performance measures went up.
- What can we do to market the program? Want to emphasize. Want to acknowledge their hard work that our data looks good.
- GED numbers went down. Better job in placement of students in classes. Did ABE numbers go up?
- May wish to look at EFL levels when students come in at entry, average when they come out. Tie it to the age group. That would be interesting data!
- Pure Michigan, Michigan's future begins with you. Learn more, earn more or learn now, earn later. Should this be part of the logo on Snapshot.
- Change how we chart it in performance with Michigan compared to the feds, goals and last year information. Bar chart may change.
- What about unemployment rate with state versus adult learning, we are doing our part to increase labor and workforce so if the state increases the employment opportunities getting the workers to them. Would this be good data?
- 4 page snapshot. Page 1 cover, page 2 & 3 data, back last is task force and conference.
- We need to hone in on the economic partners and that information should not be dismissed. 82.7% are below 8th grade level. Out of that group, increased employment goals and other employment goals were met. Last year was 54%, this year it was 59%. In HSD, this year 82.7% with 2994, 11.6%, year before it was 55.7%.
- For ESL, 8393- 32.6%, 8929 numbers for ESL last year. Numbers went down for total participants served.
- Mary will bring it the next meeting a rough draft.
- Who will help? Sue, Dean, Tanya, Bert, Patty for logo

VIII. TEMA

- Finishing up November. How about survey questions?
- We have dates in April.
- Difficult when we did this during the summer.
- You can have other questions popping up from your discussion. You are must monitoring the TEMA site, not facilitating discussions.

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Recommendations: Stop during the summer month of July. End it in June, start it in August. Should look at holidays. Should also have disclaimer that when it comes to policy, you should always review the manuals or contact the State office.

- Week of April: 2-no
- Week of April 9: LaDean George: How do you enroll ABE students in Post-secondary or find employment.
- Week of April 16: Kathryn Autrey: How do you do follow up
- Week of April 23-Conference-enjoy!
- Week of April 30: Mary: What did you learn from the conference? Snapshot thoughts?

IX. Conference: 2 workshops required.

1. Tanya is having a lab manned to ask questions for MAERS. One on one MAERS clinic. One day only. Task Force members may help with shifts.
2. Creating a computerized attendance with Excel. Student accounting-how to do excel and keep track of attendance.
3. Training on follow up.
4. Best practices for data collection and entry.
5. How to use your data with economic development groups. We need to take next step with the economic developers. Who they are, marketing and packaging-Lennox?
6. Transitioning into post-secondary and employment-LaDean
7. New directors. Sandy has a great PowerPoint. We did this in August.

Recommendation: Dean attends conference.

X. Mentors

- Due to time, Karyn will send everyone a list of the mentors and they can select a name. I will pass this to the other facilitators if anyone wants to help.

Agenda Items for January 13 meeting:

- Response from Department
- Survey Results
- Conference
- Snapshot
- TEMA
- Mentors review.

Adjourn 3:20 p.m.

See everyone next year.

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