



ETPL Data Reporting Training

June 3, 2021

Christen Pentek, ETPL Administrator, DEED

Meredith Fergus, Director of Research, OHE

Steve Rogness, Research Analyst, OHE

Agenda:

1. Welcome and introductions
2. Background – ETPL Reporting and DEED/OHE Partnership
3. Overview of Data Sharing Agreement
4. Data Elements Collected
5. Next Steps
6. Q&A
7. Adjourn

ETPL Reporting and DEED/OHE Partnership

- Purposes of reporting ETPL outcomes data
 - Transparency; what outcomes do students generally have
 - Conduit to share about training opportunities to state and national platforms like Credential Engine
- ETPL outcomes have been required since 2019
 - DEED had a waiver where all participant data was not yet available, reporting only WIOA participant data – the US Department of Labor retired this waiver
 - now outcomes data is needed for everyone in a program on the ETPL
- To accomplish this, DEED is partnering with OHE to add these new reports to the existing data collections on postsecondary enrollment and completions

Where The Data Goes

- Data is submitted to OHE
- Enrollment and Completions data from OHE are included in the Statewide Longitudinal Education Data System (SLEDS)
- SLEDS matches student data from pre-kindergarten through completion of postsecondary education and into the workforce. By bridging existing data with other incoming data a range of education programmatic and delivery questions can be answered to gauge the effectiveness of current programs and design targeted improvement strategies to help students.

Walkthrough of Data Sharing Agreement

(see Data Sharing Agreement)

Enrollment and Completions Data Collection

- Two types of data collected:
 - Enrollment
 - Completions
- Enrollment data include student-level records for each term of enrollment
- Completions data (“Awards Conferred”) include one record for each diploma, certificate, degree or other award conferred
- In many cases, such as student demographic data, you can use reporting codes of “unavailable” if you do not collect the information
- OHE provides spreadsheet templates, a detailed manual, and a secure web upload

Enrollment Reporting Schedule

Enrollment data are collected twice annually:

<u>Calendar Year</u>	<u>For students enrolled in these months:</u>	<u>Enrollment Data Due Twice Per Year</u>
2021	July	March 30, 2022
2021	August	
2021	September	
2021	October	
2021	November	
2021	December	
2022	January	November 15, 2022
2022	February	
2022	March	
2022	April	
2022	May	
2022	June	

Completions Data Reporting Schedule

- Completions data are reported once annually:

<u>Calendar Year</u>	<u>For completions in these months:</u>	<u>Completions ("Awards Conferred") Date Due Once Per Year</u>
2021	July	} March 30, 2023
2021	August	
2021	September	
2021	October	
2021	November	
2021	December	
2022	January	
2022	February	
2022	March	
2022	April	
2022	May	
2022	June	

Enrollment Data Elements Collected

The individual's institution and term:

1. Fiscal year
2. Institution code
3. Term season
4. Term start date
5. Term end date
6. Term type

About the individual:

7. Student last name
8. Student first name
9. Student middle name
10. Social security number
11. Sex
12. Birthdate
13. Racial/ethnic origin
14. Veteran/military status
15. Citizenship status
16. State, province of residence
17. Minnesota county of residence
18. Zip code

About the individual's registration, program, and progress:

19. Registration type
20. Student level
21. Award seeking
22. Major
23. Major CIP code year
24. Award level
25. Unit of instructional measure
26. Instructional units attempted
27. Instructional units completed
28. Accumulated units
29. Transfer instructional units

Enrollment Data – Individual’s Institution and Term

- Institution code: this a 7-digit ID number we provide you with (you already use this in the ETPL provider portal)
- Data elements on “terms”:
 - Term Season: For programs with distinct academic terms, this is fall/spring/summer/winter/other. For programs not using an academic calendar report fall (July 1-December 31) and spring (January 1-June 30)
 - Term Start and End Dates: if using distinct terms; otherwise these are the dates of the reporting period
 - Term Type: Quarter, semester, trimester or other

Enrollment Data – Individual's Demographics

- Sex: Male (M), Female (F), Another Option Not Listed (X), or Unavailable (Z)
- Race/Ethnicity: seven federal race/ethnicity categories (Black or African American, American Indian or Alaska Native, Asian, Hispanic or Latino, White, Native Hawaiian or Other Pacific Islander, and Multiracial), plus International Student and Unavailable
- Veteran or Military status: indicates if the individual is a veteran or active military member, active Reserve or National Guard member, none or unavailable
- Citizen/Immigration status: U.S. Citizen, Non-U.S. citizen permanent resident, Non-U.S. citizen non-resident, or unavailable
- State, county, and zip code of permanent residence

Enrollment Data - Individual's Registration

- Registration type: in many cases, this will simply be “new” or “continuing”. Also includes codes for transfer students.
- Student level:
 - High school student (dual-enrolled)
 - Undergraduate: freshman, sophomore, junior, senior, or unclassified
 - For most short-term programs, individuals will be reported in the undergraduate category (if in first year then freshman; second year then sophomore)
 - Graduate
- Award-seeking: a flag indicating if the student is seeking an award or is non-award seeking

Enrollment Data – Individual’s Program

- Major: a 6-digit Classification of Instructional Program (CIP) code for the program (CIP codes as reported in the ETPL portal)
- Major CIP Code Year: the CIP series used (ETPL portal uses 2020 CIP codes)
- Award Level:

1: Certificates less than 1 year	7: Master’s degree	seeking
2: Certificates at least 1 but less than 2 years	8: Post-master’s certificate	
3: Associate degree	9: Doctor’s degree, research	
4: Diploma at least 2 but less than 4 years	10: Doctor’s degree, professional	
5: Bachelor’s degree	11: Doctor’s degree, other	
6: Post-baccalaureate certificate	98: Other	
	99: Unavailable or not award-	

1: Certificates less than 1 year

2: Certificates at least 1 but less than 2 years

3: Associate degree

4: Diploma at least 2 but less than 4 years

5: Bachelor's degree

6: Post-baccalaureate certificate

7: Master's degree

8: Post-master's certificate

9: Doctor's degree, research

10: Doctor's degree, professional

11: Doctor's degree, other

98: Other

99: Unavailable or not award-seeking

Enrollment Data – Units

- Unit of Instructional Measure: Quarter hour, semester hour, clock hours, other
- Units Attempted: the number of instructional units attempted by the individual at the beginning of the reporting period
- Units Completed: number of units the individual completed
- Accumulated units: the total units accumulated as of the end of the reporting period
- Transfer units: the total of any transfer units accepted for the program

Completions Data Elements Collected

1. Fiscal year
2. Institution code
3. Student last name
4. Student first name
5. Student middle name
6. Social security number
7. Sex
8. Birthdate
9. Racial/ethnic origin
10. State, province of residence
11. Award type
12. Date award conferred
13. Major (the CIP code of the program)
14. Major CIP code year
15. Cumulative debt at graduation (only for institutions participating in State Grant or SELF Loan programs)

Completions data (“Awards Conferred”) are submitted annually. Completions between July 1 2021 and June 30 2022 are due by March 30 2023.

Next Steps

1. June-July: Data Sharing Agreements sent for signatures
2. Data changes take effect:
 - Students enrolled July 1 2021 – December 31 2021 reported to OHE in Spring 2022
 - Awards conferred July 1 2021 – June 30 2022 reported to OHE in Spring 2023

Questions?

Contact us:

- ETPL administration questions: Christen Pentek, DEED, etpl.deed@state.mn.us
- Questions about reporting data to OHE: Steve Rogness, OHE, steve.rogness@state.mn.us

Adjourn

Thank You