NRS Reporting Tables

Revisions only for tables 5, 5a, 6, 7, 8, 9, 10

For Use beginning Program Year 2012

(starting July 1, 2012)

Table 5  
Core Follow-up Outcome Achievement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Core Follow-up Outcome Measures | **Number of Participants in Cohort** | **Number of Participants Included in Survey Sample** | **Number of Participants Responding to Survey or Used for Data Matching** | **Response Rate or Percent Available for Match** | **Number of Participants Achieving Outcome** | **Percent Achieving Outcome** |
| (A) | **(B)** | **(C)** | **(D)** | **(E)** | **(F)** | **(G)** |
| Entered Employment\* |  |  |  |  |  |  |
| Retained Employment\*\* |  |  |  |  |  |  |
| Obtained a GED or Secondary School Diploma\*\*\* |  |  |  |  |  |  |
| Entered Postsecondary Education or Training-current program year\*\*\*\* |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – prior program year\*\*\*\* |  |  |  |  |  |  |

**Instructions for Completing Table 5**

\* Report in Column B the number of participants who were unemployed at entry and in the labor force who exited during the program year. Do not exclude students because of missing Social Security numbers or other missing data.

\*\* Report in Column B: (1) the number of participants who were unemployed at entry and in the labor force who exited during the program yearand who entered employment by the end of the first quarter after program exit and (2) the number of participants employed at entry who exited during the program year***.***

\*\*\* Report in Column B the number of participants who (1) took all GED tests, or (2) were enrolled in adult high school at the high ASE level or (3) were enrolled in the assessment phase of the EDP, who exited during the program year.

\*\*\*\* Report in Column B the number of participants who (1) have earned a GED or high school diploma, or (2) have a secondary credential at entry, or (3) are enrolled in a class specifically designed for transitioning to community college, and who exited during the program year. Enter the number of these participants who enrolled during the current program year in the row labeled current program year. Enter the number of these participants who enrolled during the program year immediately prior to the current year in the row labeled prior program year. However, this row is not to be completed until the PY 2013 report. Leave blank for PY 2012 reporting.

*If survey is used,* then the number in Column C should equal the number in Column B *unless random sampling was used.* If one or more local programs used random sampling, then enter in Column C the total number of students included in the survey. *If data matching is used*, then Column C should be left blank.

*If survey is used*, then the number in Column D should be less than Column C, unless there was a 100-percent response rate to the survey. *If data matching is used*, then the number reported in Column D should be the total number of records available for the data match. That number is normally less than the number in Column B. (If the numbers in these two columns are equal, then it means that all Social Security numbers are valid and that there are no missing Social Security numbers.)

Column E, *unless one or more programs used random sampling*. If random sampling was used, see Appendix C of the *NRS Survey Guidelines* for further instructions on reporting.

In Column F, the number should be equal to or less than the number in Column D.

Column G is the number in Column F divided by the number in Column D. Column G should never be greater than 100 percent. If the response rate is less than 50 percent (Column E), then the percent reported in Column G is not considered valid.

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Table 5A  
Core Follow-up Outcome Achievement for Participants in Distance Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Core Follow-up Outcome Measures | **Number of Participants in Cohort** | **Number of Participants Included in Survey Sample** | **Number of Participants Responding to Survey or Used for Data Matching** | **Response Rate or Percent Available for Match** | **Number of Participants Achieving Outcome** | **Percent Achieving Outcome** |
| (A) | **(B)** | **(C)** | **(D)** | **(E)** | **(F)** | **(G)** |
| Entered Employment |  |  |  |  |  |  |
| Retained Employment\*\* |  |  |  |  |  |  |
| Obtained a GED or Secondary School Diploma\*\*\* |  |  |  |  |  |  |
| Entered Postsecondary Education or Training- current program year\*\*\*\* |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – prior program year\*\*\*\* |  |  |  |  |  |  |

**Include in this table only students who are counted as distance education students.**

**Follow the same instructions for Completing Table 5 to complete Table 5a, repeated below.**

\* Report in Column B the number of participants who were unemployed at entry and in the labor force who exited during the program year. Do not exclude students because of missing Social Security numbers or other missing data.

\*\* Report in Column B: (1) the number of participants who were unemployed at entry and in the labor force who exited and who entered employment by the end of the first quarter after program exit and (2) the number of participants employed at entry who exited during the program year.

\*\*\* Report in Column B the number of participants who (1) took all GED tests, or (2) were enrolled in adult high school at the high ASE level or (3) were enrolled in the assessment phase of the EDP, who exited during the program year.

\*\*\*\* Report in Column B the number of participants who (1) have earned a GED or high school diploma, or (2) have a secondary credential at entry, or (3) are enrolled in a class specifically designed for transitioning to community college, and who exited during the program year. Enter the number of these participants who enrolled during the current program year in the row labeled current program year. Enter the number of these participants who enrolled during the program year immediately prior to the current year in the row labeled prior program year. However, this row is not to be completed until the PY 2013 report. Leave blank for PY 2012 reporting.

If survey is used, then the number in Column C should equal the number in Column B unless random sampling was used. If one or more local programs used random sampling, then enter in Column C the total number of students included in the survey. If data matching is used, then Column C should be left blank.

If survey is used, then the number in Column D should be less than Column C, unless there was a 100-percent response rate to the survey. If data matching is used, then the number reported in Column D should be the total number of records available for the data match. That number is normally less than the number in Column B. (If the numbers in these two columns are equal, then it means that all Social Security numbers are valid and that there are no missing Social Security numbers.)

Column E, *unless one or more programs used random sampling*. If random sampling was used, see Appendix C of the NRS Survey Guidelines for further instructions on reporting.

In Column F, the number should be equal to or less than the number in Column D.

Column G is the number in Column F divided by the number in Column D. Column G should never be greater than 100 percent. If the response rate is less than 50 percent (Column E), then the percent reported in Column G is not considered valid.

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Table 6  
Participant Status and Program Enrollment

Enter the number of participants for each of the categories listed.

|  |  |  |
| --- | --- | --- |
| **Participant Status on Entry into the Program** | **Number** | |
| **(A)** | **(B)** | |
| Disabled |  | |
| Employed |  | |
| Unemployed |  | |
| Not in the Labor Force |  | |
| On Public Assistance |  | |
| Living in Rural Area\* |  | |
| **Highest Degree or Level of School Completed \*\*\*** | **US Based Schooling** | **Non-US Based Schooling** |
| No schooling |  |  |
| Grades 1-5 |  |  |
| Grades 6-8 |  |  |
| Grades 9-12 (no diploma) |  |  |
| High School Diploma or alternate credential |  |  |
| GED |  |  |
| Some college, no degree |  |  |
| College or professional degree |  |  |
| Unknown |  |  |
| **Program Type** | | |
| In Family Literacy Program\*\* |  | |
| In Workplace Literacy Program\*\* |  | |
| In Program for the Homeless\*\* |  | |
| In Program for Work-based Project Learners\*\* |  | |
| **Institutional Programs** | | |
| In Correctional Facility |  | |
| In Community Correctional Program |  | |
| In Other Institutional Setting |  | |
| **Secondary Status Measures (Optional)** | | |
| Low Income |  | |
| Displaced Homemaker |  | |
| Single Parent |  | |
| Dislocated Worker |  | |
| Learning Disabled Adult |  | |

\*Rural areas are places with less than 2,500 inhabitants and located outside urbanized areas.

\*\*Participants counted here must be in a program specifically designed for that purpose.

\*\*\*Enter the highest level of schooling or degree attained for each student in US or non-us-based schooling. Provide *only one entry* per student. The total number of students reported here must be the same as the table total reported in Table 1, Column N.

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Table 7  
Adult Education Personnel by Function and Job Status

Enter an unduplicated count of personnel by function and job status.

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **Adult Education Personnel** | | **Unpaid Volunteers** |
| **Total Number of Part-time Personnel** | **Total Number of Full-time Personnel** |
| **(A)** | **(B)** | **(C)** | **(D)** |
| State-level Administrative/ Supervisory/Ancillary Services |  |  |  |
| Local-level Administrative/ Supervisory/Ancillary Services |  |  |  |
|  |  |  |  |
| Local Counselors |  |  |  |
| Local Paraprofessionals |  |  |  |
| Local Teachers |  |  |  |
| Teachers’ Years of Experience |  |  |  |
| Less than one year |  |  |  |
| One to three years |  |  |  |
| More than three years |  |  |  |
| Teacher Certificate |  |  |  |
| Not reported |  |  |  |
| Adult Education Certificate |  |  |  |
| K-12 Certification |  |  |  |
| Special Education Certification |  |  |  |
| TESOL Certification |  |  |  |

In Column *B*, count one time only each part-time employee of the program administered under the Adult Education State Plan who is being paid out of Federal, State, and/or local education funds.

In Column *C*, count one time only each full-time employee of the program administered under the Adult Education State Plan who is being paid out of Federal, State, and/or local education funds.

In Column *D*, report the number of volunteers (personnel who are not paid) who served in the program administered under the Adult Education State Plan.

Report experience and certification for paid teachers only, not volunteers. The totals number of teachers for which certification experience is reported must equal the total number of teacher reported in Columns B and C. For certification, report all certifications a teacher has. Multiple responses are allowed. Report teachers who lack certification in the “Not reported” category.

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Table 8  
Outcomes for Adults in Family Literacy Programs (Optional)

Enter the number of participants in family literacy programs for each of the categories listed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Core Follow-up Outcome Measures (A)** | **Number of Participants in Cohort  (B)** | **Number of Participants Included in Survey (Sampled and Universe) (C)** | **Number of Participants Responding to Survey or Used for Data Matching (D)** | Response Rate or Percent Available for Match  (E) | Number of Participants Achieving Outcome  (F) | **Average Percent Achieving Outcome  (G)** |
| Completed an Educational Functioning Level \* |  |  |  |  |  |  |
| Entered Employment |  |  |  |  |  |  |
| Retained Employment |  |  |  |  |  |  |
| Obtained a GED or Secondary School Diploma |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – current program year |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – prior program year (beginning PY 2012)\* |  |  |  |  |  |  |
| Increased Involvement in Children’s Education |  |  |  |  |  |  |
| Helped more frequently with school |  |  |  |  |  |  |
| Increased contact with children’s teachers |  |  |  |  |  |  |
| More involved in children’s school activities |  |  |  |  |  |  |
| Increased Involvement in Children’s Literacy Activities |  |  |  |  |  |  |
| Reading to children |  |  |  |  |  |  |
| Visiting library |  |  |  |  |  |  |
| Purchasing books or magazines |  |  |  |  |  |  |

**For reporting completion of Educational Functioning Level:**

\* Report in Column *B* for this row all family literacy program participants who received 12 or more hours of service. Column *F* should include all participants reported in Column *B* who advanced one or more levels.

Compute Column *G* for this row using the following formula: 

**For reporting Follow-up Measures:**

Follow instructions for completing Table 5 to report these outcomes. However, include only family literacy program participants in Table 8.

\* **Use this row (prior program year) only for reporting beginning PY 2012**

Achievement of one or more of the increased involvement in children’s education or children’s literacy activities measures should be counted only once per participant. However, the specific outcome should be recorded in the subcategory and more than one outcome may be reported, so that the total for the three subcategories may be greater than the total reported for the overall category. For example, a participant who helped more frequently with schoolwork and increased contact with child’s teachers would be recorded in both categories but would be counted only once in the overall category of “increased involvement in children’s education.”

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Table 9  
Outcomes for Adults in Workplace Literacy Programs (Optional)

Enter the number of participants in workplace literacy programs for each of the categories listed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Core Follow-up Outcome Measures (A)** | **Number of Participants in Cohort (B)** | **Number of Participants Included in Survey (Sampled and Universe) (C)** | **Number of Participants Responding to Survey or Used for Data Matching (D)** | Response Rate or Percent Available for Match  (E) | Number of Participants Achieving Outcome  (F) | **Average Percent Achieving Outcome  (G)** |
| Completed an Educational Functioning Level\* |  |  |  |  |  |  |
| Entered Employment |  |  |  |  |  |  |
| Retained Employment |  |  |  |  |  |  |
| Obtained a GED or Secondary School Diploma |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – current program year |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – prior program year\* |  |  |  |  |  |  |

**For reporting completion of Educational Functioning Level:**

\* Report in Column *B* for this row all workplace literacy program participants who received 12 or more hours of service. Column *F* should include all participants reported in Column *B* who advanced one or more levels.

Compute Column *G* for this row using the following formula: 

**For reporting Follow-up Measures:** Follow instructions for completing Table 5 to report the outcomes. However, include only workplace literacy program participants in Table 9.

\* **Use this row (prior program year) only for reporting beginning PY 2012**

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Table 10  
Outcomes for Adults in Correctional Education Programs

Enter the number of participants in correctional education programs for each of the categories listed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Core Follow-up Outcome Measures (A)** | **Number of Participants in Cohort (B)** | **Number of Participants Included in Survey (Sampled and Universe) (C)** | **Number of Participants Responding to Survey or Used for Data Matching (D)** | Response Rate or Percent Available for Match  (E) | Number of Participants Achieving Outcome  (F) | **Average Percent Achieving Outcome  (G)** |
| Completed an Educational Functioning Level\* |  |  |  |  |  |  |
| Entered Employment |  |  |  |  |  |  |
| Retained Employment |  |  |  |  |  |  |
| Obtained a GED or Secondary School Diploma |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – current program year |  |  |  |  |  |  |
| Entered Postsecondary Education or Training – prior program year\* |  |  |  |  |  |  |

**For reporting completion of Educational Functioning Level:**

\* Report in Column *B* for this row all correctional educational program participants who received 12 or more hours of service. Column *F* should include all participants reported in Column *B* who advanced one or more levels.

Compute Column *G* for this row using the following formula: 

**For reporting Follow-up Measures:** Follow instructions for completing Table 5 to report the outcomes. However, include only correctional educational program participants in Table 10.

\* **Use this row (prior program year) only for reporting beginning PY 2012**

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