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Federal Follow-Up Data: DESE Guidance and Best Practices



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What Are Performance Measures?



Missouri must validate that our programs are successful since we are using federal money. We do this by reporting on certain measures for our students. One of these measures that we report is Measurable Skills Gain (MSG). The rest are measures which we report by “following up” with them after they have exited:

1. 2nd Quarter Employment after Exit
2. Median Earnings of those Employed 2nd quarter after Exit
3. 4th Quarter Employment after Exit
4. Attained SSD and Employed OR Enrolled in Post-Secondary Ed after Exit
5. Attained a Recognized Post-Secondary Credential

We report all 5 follow-up measures for EACH exit.

Differences Between Performance Measures



Measure	Time Period that Measure Covers	When Reported
Measurable Skills Gain	Fiscal Year in which student is enrolled	Fiscal year of enrollment
2nd Quarter Employment	2nd Quarter AFTER student Exits	Later fiscal year
4th Quarter Employment	4th Quarter AFTER student Exits	Later fiscal year
Median Earnings	2nd Quarter AFTER student Exits	Later fiscal year
Credential 1	1 Year Period AFTER student Exits	Later fiscal year
Credential 2	1 Year Period AFTER students Exits/While Enrolled	Later fiscal year

All of the measures above (except MSG) measure employment or credential attainment AFTER the student exits; therefore they are called follow-up measures and are reported in a later fiscal year. Sometimes they are called post-exit measures.

Purpose of Follow-Up Surveys



Follow-up surveys help boost performance rates by filling in gaps of students who don't show up on data matches because of:

- No SSN or failure to provide it to the program
- Working gig jobs or employment that does not require an SSN
- Working jobs remotely and paid by companies based in other states
- Secondary enrollment information not encompassed in data match

Follow-up surveys are optional, but are highly encouraged, especially for students who can't be data-matched because of a reason above. Any positive result can only raise your program's numbers.

Follow Up Survey Process



1. DESE sends out (quarterly) a spreadsheet with names of students to survey.
2. Programs immediately contact students and survey them to obtain employment, wage, and post-secondary enrollment/credential information.
3. Programs include only positive survey results on the appropriately formatted Supplemental Data Spreadsheet (sent out by DESE). Programs should find all missing (if any) exit dates in LACES and include them on the spreadsheet.
4. SD Spreadsheet (with results) is returned to DESE.



The Supplemental Data Spreadsheet is a specially formatted Excel spreadsheet which has specific data validations to ensure that submitted data is correct.

Certain fields, such as date fields, wage fields, etc. are formatted to disallow certain incorrect values.

Example: An exit date of 1/23/2024 is entered, but the field has a validation which only allows dates from 01/01/2023 through 12/31/2023 to be entered. A message would pop up stating the correct range for the date and the validation would prevent that date from being entered.

Requirements for Submitted Spreadsheet



1. Some exit dates may be missing on the DESE spreadsheet. To find correct exit date in LACES, go to the Outcomes tab > PoP Summary (Measurable Outcomes) panel.

Example below of what you see in LACES: all PoPs that this student has attended the program are listed. Since the student has more than one exit date, choose the one that is in the same quarter as the other exit dates on that tab of the spreadsheet.

FY POP ↓	START DATE	END DATE	INSTRUCT HOURS	SUBJECT AREA	ENTRY LEVEL	EXIT LEVEL	EXIT DATE
2023-2024 PoP 2	03/13/2024	05/02/2024	38.5	Subtest Reading	ESL L2	ESL L2	
2023-2024 PoP 1	09/07/2023	11/14/2023	50.75	Subtest Reading	ESL L1	ESL L2	11/14/2023
2022-2023 PoP 1	02/06/2023	04/26/2023	34.75	Subtest Reading	ESL L1	ESL L2	04/26/2023





2. Data must be submitted on DESE spreadsheet which was **formatted for the correct reporting year**. It must be in **EXCEL format**.
3. The deadline for programs to return survey results to DESE is usually mid-May.
4. Only students who had positive outcomes (e.g. were employed, did obtain a credential, etc.) should be included on the Supplemental Data spreadsheet that you submit to DESE. Also do not include students who were not surveyed.
5. Retain records of all survey results and attempts to contact students.
6. If unable to obtain 2nd quarter wages for students who say they were employed, list their wages as \$1.
7. Programs that enter their survey results directly into LACES do not need to send their survey results to DESE (using the Supplemental Data spreadsheet).



- To access a listing of students in LACES who are eligible for follow-up surveys, go to Additional > All PoPs Summary > Searches > General > Eligible for Follow-Up.
- The problem with using this method to identify which students to survey is that the students in this list usually have a wide range of exit dates, some even spanning multiple reporting years. All of them may not be included in the selection of students eligible for surveys at the present time.
- DESE recommends that programs who choose to enter survey results into LACES request a list of students to survey to make it easier to know which students need surveys.



If you use the Supplemental Data Spreadsheet to report your survey results:

- Four spreadsheet tabs within the workbook correspond with students lists that DESE distributes to programs
- Administrative tab is used to populate drop-down lists
- Many fields will require a specific format for data to be entered
- If data validation requirements are not met, user will receive error message
- Instructional boxes on formatted cells assist the user (informing user of type of data allowed, format needed, etc.)
- Programs should only complete columns for outcomes for which participants are listed on the tab, e.g. if a student is only listed on the 2nd Qtr. Employment tab, only survey student for 2nd Qtr. Employment (and Median Earnings)

2nd Quarter Employment



Basic Student Information					2nd Quarter Employment Information	
Last Name	First Name	Last 4 Digits SSN	Student ID	Exit Date	Was student employed 2nd Quarter after exit?	If yes, 2nd Quarter wages
Pepper	Salt	4444	113672	9/30/2023	No	
America	Admiral	2225	74251		Yes	
Wayne	John	0125	83009	7/31/2023	Yes	\$10
Balboa	Rocky	7718	291443	9/14/2023	Yes	\$4,280
Turner	Tina	3340	212121	1/25/2024	Yes	\$45,225

Which of these entries contain errors or potential problems?



Basic Student Information

4th Quarter Employment Information

Last Name	First Name	Last 4 Digits SSN	Student ID	Exit Date	Was student employed 4th Quarter after exit?
Awesome	Totally	45284	93461	1/5/2023	No

The validations for 4th Quarter Employment are those for similar to 2nd Quarter Employment.

Do you see any errors or potential problems with this entry?



Attained a Secondary School Diploma/Recognized Equivalent and Employed or Enrolled in Postsecondary Education or Training within one year of exit.

- In order to be eligible for this outcome (in the denominator), students must have been Level 5 or Level 6 in all assessed subject areas. All students listed already met this requirement.
- Names which are listed have already been filtered for attaining HSE, so all listed students will have “yes” for the question “Did student earn their HiSET or HSE....”
- Receipt of HSE only counts if student also was employed or entered post-secondary education within 1 year after exit. This is the only question for this outcome that you will need to ask these listed students.
- You will not see many students listed on this tab, if any.



					<h3>Credential Type 1 Questions</h3> <p>Receipt of a secondary school diploma or recognized equivalent during participation or within 1 year after exit from the program. The receipt of a secondary diploma is only counted if the participant also enters postsecondary education or training, or employment within 1 year after exit. Only students at ASE Level 5 or ASE Level 6 in all areas are in the denominator for this credential.</p>				
Last Name	First Name	Last 4 Digits SSN	Student ID	Exit Date	Did student earn their HiSET or HSE while enrolled or in the 1 year period after exit?	If yes, when?	Was student employed at any time in the 1 year period after exit?	Did student enroll in a post-secondary education or training program in the 1 year period after exit?	If yes, when?
Dot	Polka	4173	109005	1/20/2023	Yes	1/25/2023	No	Yes	2/14/2024
Mouse	Minnie	6107	109010	3/25/2023	Yes	4/27/2023	Yes	No	

Do either of these entries contain errors or potential problems?

Cred 2 – Attain Recognized Post-Sec Cred



Basic Student Information					Credential Information		
Last Name	First Name	Last 4 Digits SSN	Student ID	Exit Date	Credential Type 2 Questions Receipt of a recognized postsecondary credential during participation or within 1 year after exit from the program (this includes IETs)		
					Did student receive a certificate, degree, or diploma (not HSE), while enrolled or in the 1 year period after exit?	If yes, when?	Type of diploma/certificate/degree
Garden	Rose	8420	92090	5/25/2023	Yes	5/27/2023	OSHA 10
Donut	Sugar	0317	82931	4/3/2023	Yes	8/22/2023	HiSET
Gable	Clark	2403	79310	4/13/2023	Yes	6/15/2024	CNA

Which of these entries contain errors or potential problems?



If you would like to view a recorded follow-up survey webinar, please email me and I can send you the link to access it. The webinar gives more detail on using the Supplemental Data Spreadsheet and its validations.

Please contact me at any time if you have questions:

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Thank you for attending!