

Annual School Data Reporting

Data Collection, Reporting, & Future Uses

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Session Overview

This panel will discuss how states collect annual school reporting data, the hurdles they've had to overcome, and how they use the collected data. Each state is in a different phase of the data collection process and will be able to answer questions from the audience on their experiences.

GNPEC

Georgia Nonpublic Postsecondary
Education Commission
Annual Reporting

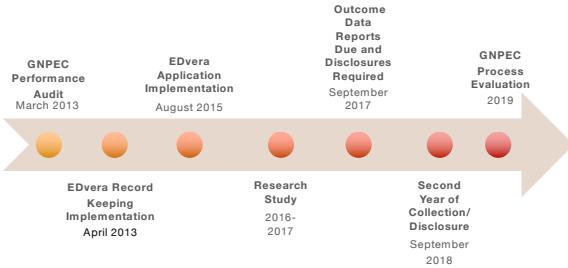
GNPEC Overview

- GNPEC authorizes approx. 300 large and small, degree granting and certificate-granting, and accredited and unaccredited institutions.
- We have 6 Regulatory Specialists responsible for their evaluation which includes:
 - Annual Authorization Applications
 - Annual Site Visits for In-state Institutions
 - Change Applications (ex. New Program Applications)
 - Student Complaints
- Record keeping and application processing has been achieved using Cyanna's Edvera platform since 2013 and 2015, respectively.

Data Collection- Laws/Standards

- § 20-3-250.6. Minimum standards for educational institutions
- Students to be provided with "prior year's enrollment, graduation, and job placement rates," and "any other disclosures specified by the executive director"
- GNPEC Minimum Standard 6:** Institutions should self assess effectiveness based on "each program of study based on:
 - the stated objectives of the program;
 - retention rates;
 - graduation rates;
 - job placement rates;
 - other applicable indicators provided by NPEC.

Data Collection Implementation



Data Collection

- Annual submission of GNPEC Outcome Data Report
 - Unaccredited Institutions Only
- Separate from the renewal process

Data Disclosure

- New students must be presented with Programmatic Outcome Data and sign GNPEC Student Disclosure Form
 - Unaccredited Institutions Only
 - Reviewed at GNPEC annual site visits

Data Collection Form

GNPEC Student Outcome Data Report Reporting Period: August 1, 2018 through July 31, 2019 Records as of July 31, 2018 are due to GNPEC by no later than September 1, 2018																			
Name of Institution:	Physical Address of Institution:																		
Program Name:	Number of Students Enrolled During the Reporting Period	Number of Students Graduated During the Reporting Period	Number of Students Transferred into the Reporting Period	Number of Students Transferred out of the Reporting Period	Number of Graduates Employed Outside of the State for which Employment was Required	Number of Graduates Employed Inside the State for which Employment was Required	Number of Graduates Employed Outside the State for which Employment was Not Required	Number of Graduates Employed Inside the State for which Employment was Not Required	Other	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
1.																			
2.																			
3.																			
4.																			
5.																			
6.																			

Types of Outcome Data Collected

- Unaccredited Institution Programmatic Data:
 - Enrollment
 - Retention
 - Graduation
 - Placement
- Self Reported
- Placement Data is not currently verified by GNPEC

Data Disclosure Form

- Completion required at enrollment
- Record required as part of student file

GNPEC Student Disclosure Form

Name of School:
Address of School:

- Enrollment Agreement & Catalog**
I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and condition of these documents are not subject to amendment or modification by oral agreements.
Student's Initials
- School Outcome**
I have read and received a copy of the school's self-reported, unadjusted retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.
Student's Initials
- Employment**
I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to even a specific salary range upon graduation.
Student's Initials
- Refund Policy**
I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.
Student's Initials
- Complaint Procedure**
I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.
Student's Initials

Data Disclosure Form

- Also Addresses Accreditation

Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (120-3-250.6). Although so certified, I understand that this institution is not necessarily a NCES-based accrediting association recognized by the United States Secretary of Education, American Council for Education, or a relevant Student Aid. Additionally, as is the case with all postsecondary institutions both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.
Student's Initials

Student's Signature: _____ Date: _____

School Representative's Signature: _____ Date: _____

*Student must receive a copy of this form, and a copy must be kept in the student's file.

Record Keeping

EDvera - Georgia Dashboard Institutions Documents Reports Admin

Profile Edit Locations Programs Documents History Dropout Status Approved

Institutions General Assembly (557)

Profile Edit Locations Programs Documents History Dropout Status Approved

Status Approved

% To attach a file drag & drop here or click to choose

Check GenAsses.12.20.18.pdf - Updated 01/02/2019 02:58PM

General Assembly Site Visit Form 2018.pdf - Updated 10/18/2018 04:03PM

Voided Checks.10.18.18.pdf - Updated 10/16/2018 02:41PM

General Assembly - GNPEC Student Outcome Data Report.pdf - Updated 10/02/2018 11:22AM

Use of Data (so far)

- To identify inactive programs (2 years)
- To encourage institutional self-assessment
- To support consumer protection
- To cross check GNPEC reports
 - Programmatic
 - Financial
 - Site Visits

KBOR

Kansas Board of Regents
Annual Reporting

History

- Data Survey Collection 2003 – 2010
- Kansas Private and Out-of-State Postsecondary Educational Institution Act

74-32,184. Statewide data collection system. Within the limits of appropriations therefore, the state board shall develop and maintain a statewide data collection system to collect and analyze private and out-of-state postsecondary educational information, including, but not limited to, student, course, financial aid and program demographics that will assist the board in improving the quality of private and out-of-state postsecondary education.

History: L. 2010, ch. 150, § 10; July 1.

Data Collection

- Annual collection
- Separate from the renewal process
- Approved institutions during the collection period
- Request is disseminated early in the calendar year
- Submission is open for 90 days from request

Data Collection

- Total Headcount
- Kansas-only Headcount
- Enrollment by Program
- Completion by Program
- Demographic Data

Data Form Collection

The screenshot shows a software application window titled "KBRIS XPODS". The main area displays two tables:

General Statistics (All Students)

1. Total on institution post students with first year?	10 Yes 0 No
2. What is the total institution maximum undergraduate i.e. unuplicated count of students enrolled at institution during the reporting period? (Inclusive and Excl. transfer students). Please report the real institution total.	[Empty input field]
3. What is the Kansas only maximum (unuplicated count of Kansas students enrolled in programs approved by the Kansas Board of Regents) during the reporting period?	[Empty input field]

Enrollment By Program (For students enrolled in multiple programs during the reporting period, count the student in each program enrolled.)

Name	Award Level	Headcount (Maximum)
Activity Director/Human Services Designer	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
Assisted Living Operator	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
CNA	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
CNA Update	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
CNA	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
CNA Update	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
ENR Technician	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
HHA	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
LPN/VN	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
Nursing Assistant	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
Pharmacy Technician	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]
Pharmacy Assistant	Postsecondary award, certificate, or diploma of (less than 1 academic year)	[Empty input field]

Data Verification

- Each submission is individually reviewed for reasonableness
- Clarification may be requested prior to acceptance of the document

The screenshot shows a software application window titled "KSDR & KPCSIS". It displays two tables for data entry:

Enrollment By Program:

Name	Acad Level	Headcount (names only)
Enrollment	Professional license, certificate, or diploma of at least 2 but less than 4 academic years	10

Completion By Program:

Name	Acad Level	Headcount (names only)
Completion	Professional license, certificate, or diploma of at least 2 but less than 4 academic years	10

Red arrows point to the "Headcount (names only)" columns in both tables.

Use of Data

- Annual report presented to our Board's Academic Affairs Committee
- Provided for use in the Kansas Career Navigator
- Offered available data for use in reporting WIOA eligible training providers
- Determine level of impact of impending school closure

Effort to Obtain Student-Level Data

- Kansas Higher Education Statistics (KHEStats)
- Student-level Data Collection
 - Pilot in 2012
 - Student Information System created in 2013
 - Enter data manually by student or upload CSV file
- Evaluation of Effort

OSBCCS

Ohio State Board of Career
Colleges and Schools
Annual Reporting

Ohio Annual Report History

- Annual Reporting via Paper Forms 1974 – 2009
- Annual Reporting via Online Process 2010-Present
- Ohio Administrative Code Section 3332-1-23

3332-1-23 Annual report.

(A) Pursuant to division (N) of section [3332.01](#) of the Revised Code, an annual report on the activities of the board will be published and made available via the board's web site for the governor, general assembly and other interested persons.

(B) Failure of registered schools to provide timely and complete annual report data and information may result in late fees or other disciplinary action in accordance with section [3332.09](#) of the Revised Code.

Promulgated Under: [119.03](#)

Statutory Authority: [3331.01](#)

Rule Amplifies: [3331.01](#)

Prior Effective Dates: 04/16/1990 (Emer.), 07/12/1990, 10/14/1994, 06/01/2005, 11/01/2011

Ohio Data Collection

- Annual collection (July 1 – June 30 Fiscal Year)
- Collection period generally Sept 1 - Oct 30
- Separate from the license renewal process
- Data is aggregated into the OSBCCS Annual Report

Ohio Data Collection

- Enrollment/completion/placement data
- Some basic financial and employment information
- School directory information

Data Form Collection

Part I - Summary of Annual Placement Record

List all approved programs even if no students are enrolled. Only indicate schools listed to file Ohio students (i.e., Be sure to also select the Program Award Level.)

Program Name	Enrollment	Withdrawal	Completion	Still Enrolled	Placed	Placed Rated	Placed Unrated	Not Placed	Not Available

Part II - School Employee Profile

(Data entry schools should report only agents under other employees who are working in the state of OH)

Employee Category	Full Time	Part Time
Administrative		
Instructor		
Professional		
Agent (Admissions Representative)		

Data Form Collection

EDvera > **Dir** > Dashboard > Documents > Approvals

Part VII - Directory Information

Average tuition and fees charged per academic term:

Estimated total cost amount of institutional scholarships and grants awards during the year:

Average starting salary:

Administrative person:

Employees of recent graduates:

Types of financial assistance available for students:

Save and Exit **Save** **Submit**

Data Review

- Each submission is individually reviewed for errors
- Clarification may be requested prior to approval of the document
- Once approved, an individual annual report document is created for each school

The screenshot shows a web-based dashboard for the OSBCCS Annual Report. The main title is "Annual Report". Below it, there's a section titled "Part I - Summary of Annual Placement Record". A note states: "List of approved programs even if no students are available. Out-of-state schools need to file Ohio students only. No score is given for Non-Program Record". The data is presented in a table:

Approved Program	Program Name	Enrollment	Withdrawals	Completions	GPA	Placement	No. Placed	No. Placed in State	No. Placed in Non-Program Record
Business	Business Administration	207	31	99	3.00	46	5	31	1
Health	Health Education	44	12	32	3.00	17	1	16	0
Science	Electrical Engineering	31	6	26	3.40	7	4	3	0
Science	Medical Radiology	118	30	40	3.00	91	3	88	2
Science	Pharmacy Technology	22	12	5	3.00	7	6	5	1
Science	Photographic Technology	10	2	9	3.00	3	3	3	0
Science	Teacher Education	20	4	8	3.00	8	8	8	0

Data Reporting

- Data is aggregated in an excel spreadsheet for use in the OSBCCS Annual Report.

The screenshot shows an Excel spreadsheet titled "Annual Report Data". The sheet contains several columns of data, including "Category", "Value", and "Type". Some of the visible data points include:

Category	Type	Value
1. All Students	Total	1000
1. All Students	Graduate	800
1. All Students	Dropout	200
1. All Students	Transfer	100
1. All Students	Other	100
2. All Students	Total	1000
2. All Students	Graduate	800
2. All Students	Dropout	200
2. All Students	Transfer	100
2. All Students	Other	100
3. All Students	Total	1000
3. All Students	Graduate	800
3. All Students	Dropout	200
3. All Students	Transfer	100
3. All Students	Other	100
4. All Students	Total	1000
4. All Students	Graduate	800
4. All Students	Dropout	200
4. All Students	Transfer	100
4. All Students	Other	100
5. All Students	Total	1000
5. All Students	Graduate	800
5. All Students	Dropout	200
5. All Students	Transfer	100
5. All Students	Other	100
6. All Students	Total	1000
6. All Students	Graduate	800
6. All Students	Dropout	200
6. All Students	Transfer	100
6. All Students	Other	100
7. All Students	Total	1000
7. All Students	Graduate	800
7. All Students	Dropout	200
7. All Students	Transfer	100
7. All Students	Other	100
8. All Students	Total	1000
8. All Students	Graduate	800
8. All Students	Dropout	200
8. All Students	Transfer	100
8. All Students	Other	100
9. All Students	Total	1000
9. All Students	Graduate	800
9. All Students	Dropout	200
9. All Students	Transfer	100
9. All Students	Other	100
10. All Students	Total	1000
10. All Students	Graduate	800
10. All Students	Dropout	200
10. All Students	Transfer	100
10. All Students	Other	100
11. All Students	Total	1000
11. All Students	Graduate	800
11. All Students	Dropout	200
11. All Students	Transfer	100
11. All Students	Other	100
12. All Students	Total	1000
12. All Students	Graduate	800
12. All Students	Dropout	200
12. All Students	Transfer	100
12. All Students	Other	100
13. All Students	Total	1000
13. All Students	Graduate	800
13. All Students	Dropout	200
13. All Students	Transfer	100
13. All Students	Other	100
14. All Students	Total	1000
14. All Students	Graduate	800
14. All Students	Dropout	200
14. All Students	Transfer	100
14. All Students	Other	100
15. All Students	Total	1000
15. All Students	Graduate	800
15. All Students	Dropout	200
15. All Students	Transfer	100
15. All Students	Other	100
16. All Students	Total	1000
16. All Students	Graduate	800
16. All Students	Dropout	200
16. All Students	Transfer	100
16. All Students	Other	100
17. All Students	Total	1000
17. All Students	Graduate	800
17. All Students	Dropout	200
17. All Students	Transfer	100
17. All Students	Other	100
18. All Students	Total	1000
18. All Students	Graduate	800
18. All Students	Dropout	200
18. All Students	Transfer	100
18. All Students	Other	100
19. All Students	Total	1000
19. All Students	Graduate	800
19. All Students	Dropout	200
19. All Students	Transfer	100
19. All Students	Other	100
20. All Students	Total	1000
20. All Students	Graduate	800
20. All Students	Dropout	200
20. All Students	Transfer	100
20. All Students	Other	100
21. All Students	Total	1000
21. All Students	Graduate	800
21. All Students	Dropout	200
21. All Students	Transfer	100
21. All Students	Other	100
22. All Students	Total	1000
22. All Students	Graduate	800
22. All Students	Dropout	200
22. All Students	Transfer	100
22. All Students	Other	100
23. All Students	Total	1000
23. All Students	Graduate	800
23. All Students	Dropout	200
23. All Students	Transfer	100
23. All Students	Other	100
24. All Students	Total	1000
24. All Students	Graduate	800
24. All Students	Dropout	200
24. All Students	Transfer	100
24. All Students	Other	100
25. All Students	Total	1000
25. All Students	Graduate	800
25. All Students	Dropout	200
25. All Students	Transfer	100
25. All Students	Other	100
26. All Students	Total	1000
26. All Students	Graduate	800
26. All Students	Dropout	200
26. All Students	Transfer	100
26. All Students	Other	100
27. All Students	Total	1000
27. All Students	Graduate	800
27. All Students	Dropout	200
27. All Students	Transfer	100
27. All Students	Other	100
28. All Students	Total	1000
28. All Students	Graduate	800
28. All Students	Dropout	200
28. All Students	Transfer	100
28. All Students	Other	100
29. All Students	Total	1000
29. All Students	Graduate	800
29. All Students	Dropout	200
29. All Students	Transfer	100
29. All Students	Other	100
30. All Students	Total	1000
30. All Students	Graduate	800
30. All Students	Dropout	200
30. All Students	Transfer	100
30. All Students	Other	100
31. All Students	Total	1000
31. All Students	Graduate	800
31. All Students	Dropout	200
31. All Students	Transfer	100
31. All Students	Other	100
32. All Students	Total	1000
32. All Students	Graduate	800
32. All Students	Dropout	200
32. All Students	Transfer	100
32. All Students	Other	100
33. All Students	Total	1000
33. All Students	Graduate	800
33. All Students	Dropout	200
33. All Students	Transfer	100
33. All Students	Other	100
34. All Students	Total	1000
34. All Students	Graduate	800
34. All Students	Dropout	200
34. All Students	Transfer	100
34. All Students	Other	100
35. All Students	Total	1000
35. All Students	Graduate	800
35. All Students	Dropout	200
35. All Students	Transfer	100
35. All Students	Other	100
36. All Students	Total	1000
36. All Students	Graduate	800
36. All Students	Dropout	200
36. All Students	Transfer	100
36. All Students	Other	100
37. All Students	Total	1000
37. All Students	Graduate	800
37. All Students	Dropout	200
37. All Students	Transfer	100
37. All Students	Other	100
38. All Students	Total	1000
38. All Students	Graduate	800
38. All Students	Dropout	200
38. All Students	Transfer	100
38. All Students	Other	100
39. All Students	Total	1000
39. All Students	Graduate	800
39. All Students	Dropout	200
39. All Students	Transfer	100
39. All Students	Other	100
40. All Students	Total	1000
40. All Students	Graduate	800
40. All Students	Dropout	200
40. All Students	Transfer	100
40. All Students	Other	100
41. All Students	Total	1000
41. All Students	Graduate	800
41. All Students	Dropout	200
41. All Students	Transfer	100
41. All Students	Other	100
42. All Students	Total	1000
42. All Students	Graduate	800
42. All Students	Dropout	200
42. All Students	Transfer	100
42. All Students	Other	100
43. All Students	Total	1000
43. All Students	Graduate	800
43. All Students	Dropout	200
43. All Students	Transfer	100
43. All Students	Other	100
44. All Students	Total	1000
44. All Students	Graduate	800
44. All Students	Dropout	200
44. All Students	Transfer	100
44. All Students	Other	100
45. All Students	Total	1000
45. All Students	Graduate	800
45. All Students	Dropout	200
45. All Students	Transfer	100
45. All Students	Other	100
46. All Students	Total	1000
46. All Students	Graduate	800
46. All Students	Dropout	200
46. All Students	Transfer	100
46. All Students	Other	100
47. All Students	Total	1000
47. All Students	Graduate	800
47. All Students	Dropout	200
47. All Students	Transfer	100
47. All Students	Other	100
48. All Students	Total	1000
48. All Students	Graduate	800
48. All Students	Dropout	200
48. All Students	Transfer	100
48. All Students	Other	100
49. All Students	Total	1000
49. All Students	Graduate	800
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55. All Students	Other	100
56. All Students	Total	1000
56. All Students	Graduate	800
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56. All Students	Other	100
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57. All Students	Graduate	800
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61. All Students	Other	100
62. All Students	Total	1000
62. All Students	Graduate	800
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65. All Students	Graduate	800
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65. All Students	Other	100
66. All Students	Total	1000
66. All Students	Graduate	800
66. All Students	Dropout	200
66. All Students	Transfer	100
66. All Students	Other	100
67. All Students	Total	1000
67. All Students	Graduate	800
67. All Students	Dropout	200
67. All Students	Transfer	100
67. All Students	Other	100
68. All Students	Total	1000
68. All Students	Graduate	800
68. All Students	Dropout	200
68. All Students	Transfer	100
68. All Students	Other	100
69. All Students	Total	1000
69. All Students	Graduate	800
69. All Students	Dropout	200
69. All Students	Transfer	100
69. All Students	Other	100
70. All Students	Total	1000
70. All Students	Graduate	800
70. All Students	Dropout	200
70. All Students	Transfer	100
70. All Students	Other	100
71. All Students	Total	1000
71. All Students	Graduate	800
71. All Students	Dropout	200
71. All Students	Transfer	100
71. All Students	Other	100
72. All Students	Total	1000
72. All Students	Graduate	800
72. All Students	Dropout	200
72. All Students	Transfer	100
72. All Students	Other	100
73. All Students	Total	1000
73. All Students	Graduate	800
73. All Students	Dropout	200

Discussion Topics

- Verification of Self-Reported School Outcomes Data
- What the data means: The problem of small sample sizes
- What the data means: The limitation of reporting periods
- What the data means: What should be done about bad outcomes?
- What the data means: How should the information be reported to consumers?

Tips for Annual Reporting

- Don't Reinvent the Wheel
 - Use counterpart resources for inspiration
- Set Reasonable Goals
 - You don't need high tech platforms to start
 - Give yourself time to plan and evaluate
- Encourage Stakeholder Feedback
 - Share proposals with institutions and staff
 - Collect and consider critiques
- Be Willing to Revise and Re-implement as Needed

Questions & Discussion
