



Department of  
Higher Education

John R. Kasich, Governor  
John Carey, Chancellor



# Ohio Department of Higher Education Aspire Office FY 2017 Desk Review Guidance

January 2018

## **Introduction**

The Aspire Program under the Chancellor of the Ohio Department of Higher Education is required by law to show progress toward continuously improving performance. In addition, each year the Chancellor must describe how the Aspire Program evaluates the effectiveness of the adult education and literacy activities based on the performance measures described in Title II of the Workforce Innovation and Opportunity Act (WIOA). The Desk Review is one means of measuring local program performance. Because WIOA requires more rigorous performance measures, the FY 2017 Desk Review will appear different from previous years.

The uses of the Aspire Desk Review are:

- Accountability - meet performance goals and demonstrate state/local program achievement
- Program improvement – establish a system for assisting programs in their continuous improvement
- Information/advocacy for program - share key information with internal/external stakeholders and assist in overall planning

The first page of the Desk Review illustrates how well the local program met priority performance targets. In addition to a percent value, color coding provides a visual indicator of performance; backgrounds are shaded with lighter colors indicating lower percentages and darker colors indicating higher percentages. The elements noted on the first page are:

- Measurable Skill Gain (MSG) - including a breakdown of Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL)
- Educational Functioning Levels (EFL) Met
- Other Performance Measures
- Obtained High School Equivalency (HSE)
- Transitioned to Postsecondary

## **Explanation of the Report Format**

The Desk Review consists of two forms – the FY 2017 Desk Review Worksheet and the FY 2017 Local Program Desk Review Data Form.

- The FY 2017 Desk Review Worksheet is a summary of the results and achievement levels of your program.
- The FY 2017 Local Program Desk Review Data Form compares key performance measures to state performance targets. Some performance measures include enrollment, assessment, student achievement, and program achievement.

## Explanation of the Scored Elements

### Student Achievement

The Student Achievement section of the Desk Review Worksheet FY 2017 has three (3) sections focusing on factors related to student performance and the reporting of those achievements including Measurable Skill Gain, Educational Functioning Levels Met, and Other Performance Measures. A point scale has been developed and a point value is attached to each of the sections based on the percentages achieved. As a reminder, color coding provides a visual indicator of performance; backgrounds are shaded with lighter colors indicating lower percentages and darker colors indicating higher percentages.

#### Point Scale:

Measurable Skill Gain (state target 63%)			MSG - ABE only (state target 64%)			MSG - ESOL only (state target 61%)			EFLs met			Other measures	
min	max	points	min	max	points	min	max	points	min	max	points	met	points
	0%	0		0%	0		0%	0		0%	0	0%	0
1%	45%	1	1%	55%	0.5	1%	57%	0.5	1%	20%	0.5	25%	1
46%	55%	2	56%	60%	1	58%	60%	1	21%	40%	1	50%	2
56%	65%	3	61%	64%	1.5	61%	63%	1.5	41%	60%	1.5	75%	3
66%	75%	4	65%	70%	2	64%	68%	2	61%	70%	2	100%	4
76%	100%	5	71%	75%	2.5	69%	74%	2.5	71%	80%	2.5		
			76%	100%	3	75%	100%	3	81%	100%	3		

#### Measurable Skill Gain:

Measurable Skill Gain is the percentage of participants who:

- completed at least one educational functioning level as documented through a standardized assessment OR
- entered into postsecondary education or training after exit OR
- attained a secondary school diploma or equivalent

This indicator is also included separately for ABE and, if applicable, ESOL students. The state target, as negotiated with the U.S. Department of Education, is 63%.

#### Example:

Measurable Skill Gain	Enrollment	Achieved MSG	MSG %	Points
Overall	217	127	59%	3
ABE only	209	125	60%	1
ESOL only	8	2	25%	0.5

### Educational Functioning Level (EFL) Completion:

Programs receive points for the student completion of the Educational Functioning Levels. Programs are given one point for each EFL for which students' performance met or exceeded the state's recommended Minimum Performance Level (MPL) targets. Points are totaled and divided by the total number of EFLs in which students were enrolled.

Example:

EFL Completion	MPL %	MSG %	Met MPL	Point Achieved
Beginning Literacy	72	100	Y	1
Beginning Basic Education	62	82	Y	1
Low Intermediate Basic	63	66	Y	1
High Intermediate Basic	63	49	N	0
Low Adult Secondary	74	69	N	0
High Adult Secondary	77	36	N	0
Beginning ESOL Literacy	54	50	N	0
Low Beginning ESOL	66	0	N	0
High Beginning ESOL	67	33	N	0
Low Intermediate ESOL	67	0	N	0
High Intermediate ESOL	65		N/A	
Advanced ESOL	65		N/A	
			EFLs met	3 of 10
			Percent	30%

### Other Performance Measures:

Programs are rated on four other student performance measures. Each element achieved is worth one point.

- Enrollment - Enrollment is based on achieving 100% or more of the FY 2017 projected enrollment or exceeding the FY 2016 actual enrollment.
- Retention - Retention refers to a student who completed a level or who was enrolled during the fourth quarter of the previous program year. Retention is based on achieving a rate of 75% or above.
- Cost per Student – Cost per Student is determined by dividing Total Expended by Enrolled Students and is compared to the program's projected cost per student as well as the state average. In order to achieve this measure, a program must be within 120% of the state average.
- Student Persistence – Student Persistence is the average attendance hours per student and is compared to the FY 2016 program and state persistence rates.

Once the scoring for each sub-section is completed, the average overall percentage for the Other Performance Measures section is determined by finding the average of the four sub-sections.

Example:

Other Performance Measures	Target	FY2017 Actual	Achieved	Point Achieved
Met approved enrollment or exceeded previous year's actual enrollment	Approved 167	217	Y	1
	FY 2016 204		Y	
Retention rate	75%	67%	N	0
Cost per student (120% of state max)	< = \$851.30	\$495.58	Y	1
Met state FY 2016 persistence or exceeded program's FY 2016 persistence	State 63.41	61.18	N	0
	Program 73.00		N	
Points				2
Percent				50%

### **Notes about the Local Program Desk Review Data Form**

Additional data has been included on the FY 2017 Local Program Desk Review Data Form to help programs make informed decisions for program improvement. These elements are not included in the average overall percentage.

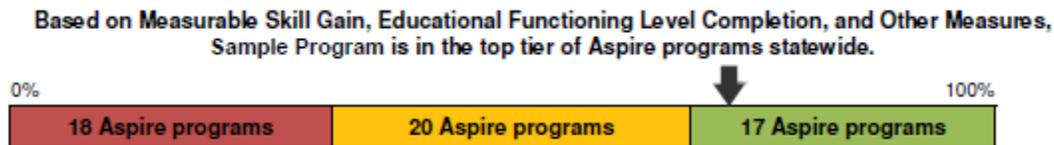
Notable items:

- Total Allocated vs. Total Expended – Programs are able to see the Total Allocation versus what was actually expended.
- Enrollment – Included are projected enrollment and actual enrolled. Percent of Projected is the percent at which a program met their projected enrollment.
- Persistence and Retention – Persistence is the average attendance hours per enrolled student (measured in hours) while Retention refers to a student who completed a level or who was enrolled during the fourth quarter of the program year (measured in percent).
- Achieved vs. Progressing MPL – Progressing is the percentage of students who did not complete one educational functioning level, but who attended in the 4<sup>th</sup> quarter. Achieved is the percentage of students who completed one educational functioning level.
- Assessment Information – Initial Assessment represents the number of students who had an initial assessment but did not receive a posttest. Progress Tests (+1, +2, +3, +4) represent the number of students who took an initial assessment and made it to the corresponding amount of posttests.
- Students pre and posttested – This percentage represents the percentage of students who took a pre and posttest.
- HSE > postsecondary – This percentage represents the percentage of students who obtained their HSE while enrolled in Aspire and enrolled in postsecondary education.

## Improvement Actions

Overall Program Performance is determined by dividing the total points assessed for Measurable Skill Gain, EFL Completion, and Other Performance Measures by the total points possible for the program. Point values total 18 for programs with an ESOL program and 15 for programs without an ESOL program.

Programs are placed into one of three tiers based on their Overall Program Performance percentage. The three tiers are: Top Tier, Middle Tier, and Bottom Tier.



Programs in the Bottom Tier will be assessed 50 points on the FY18 Risk Assessment for item #1 - *The program scored in the Bottom Tier on the most recent Desk Review.*

Programs, whose Overall Program Performance is in the Middle or Bottom Tier, should take the following actions:

1. Review program data frequently during the year to be aware of the accuracy and reliability of the data and make program adaptations.
2. Address the areas of concerns in the FY 2018 grant revision(s) and in the FY 2018 Program Improvement Consultation Plan (PICP).
3. Address any areas needing improvement in the Data Quality Certification Checklist.
4. Request technical assistance as needed from the Ohio Department of Higher Education Aspire Program office and/or the Ohio Professional Development Network.
5. Seek appropriate professional development for the local program personnel.

If the program remains in the Bottom Tier for more than two consecutive years, the funding level of the program may be affected.

If you have any questions regarding your FY 2017 Desk Review, please contact your Ohio Department of Higher Education Aspire program manager.