Client Reporting System Changes

June 2018 Changes
(FY 2018-19)

Description of Change

1. Updated "System Contacts."

2. Removed "course enrollment date" and added "semester" as the data elements that edit 072 checks against. This is how the edit is programmed.

3. Updated S7 record for TABE 11/12 values. Added edits 172, 173,174. Modified edits 166, 167, 175, 180. Updated Table G to reflect TABE 11/12.

4. Updated all fees to 2018-19 fee rates.

5. Added several high schools to Table B. New high schools are in blue font.

6. Extended the end date for Riverside Program Addressing Emerging Barriers Community Foundation Grant in Table H.

December 2017 Changes
(FY 2017-18)

Description of Change

1. Table H-Grant Programs Eligible for Course Fee Exemption has been updated to include DOJ grant 16.526-Office on Violence Against Women Training and Technical Assistance Initiative.

2. Made veteran data reporting deadlines consistent throughout document. Reporting deadlines are October 15, March 15 and June 10.

3. Added the following options for the *First Generation Student* section of the S1 record:
   - Added HSED/GED to 1=High School Diploma
   - Added Technical Diploma/Technical Certificate to 2=Associate Degree
   - Added Doctorate Degree to 4=Master's Degree

4. Deleted direction to use high school code 99999998 for foreign equivalents of American high schools under *High School Attended* section of the S1 record.

5. Changed the name of program fee code 00 from Recognized Credit-Non FTE Generating to Recognized Credit-Other. Changed name of the program fee code

throughout document.

6. Added non-resident program fee code 82-Veteran/Spouse/Child to the *Program Fee Code* section of the S3 record. This fee code is to be used when out-of-state tuition is waived for eligible individuals under s.38.24(3m), Wis. Stats., and the Veterans Access, Choice and Accountability Act. Added program fee code 82 to all tables and crosswalks. Additional information on qualifying individuals is included in the Out-of-State Tuition portion of the *Student Fees* Section.

7. Removed reference to a crosswalk table of valid combinations for Home Residence Code and WTCS District of Residence removed from edit 325. The System Office does not maintain this crosswalk and edit 325 does not verify the codes against such a table.

8. Eliminated reference to Recognized Credit Code 9A-Inst. Credit/Articulated High School Course (FTE). This code has been inactive since July 2007.

9. Added high school code 3619-0176 Meir School to Table B.

September 2017 Changes
(FY 2017-18)

Description of Change

1. Contact references throughout the document have been changed from Mike Carney to Anna Richter.

2. The references to the submission deadline date throughout the document have been changed from September 1st to August 15th.

3. The references to the system closing date throughout the document have been changed from September 15th to September 1st.

4. Text has been added to the Other General Submission Information section of the Submission of Records section to note that S5 errors will result in no records for a client to be loaded into the data warehouse.

5. Text has been added to the *Veteran* data element to clarify that codes '1' and '2' relate to veterans receiving education benefits.

6. Reference to the American Psychiatric Association's Diagnostic and Statistical Manual (DSM) in the *Person with Disability Code* section of the S1 Client Demographic Record section has been updated from DSM IV to DSM V.

7. The *Employment Barrier Codes-Migrant and Seasonal Farmworker* section of the S2 – Grant Demographic Record has been updated to include 0 = No and 9 = Did not self-identify.

8. The text in the *Recognized Credit Code* section of the S3 – Course Record section has been updated to add 'FTE' to the codes that are now included in FTE counts.

9. The table in the *System Office Grant Number* data element section of the S4 – Grant Activity Record section has been updated to include *Appropriation Number* 104 – Emergency Assistance Grants.

10. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the S4 – Grant Activity Record section has been updated to include *Appropriation Number* 104 – Emergency Assistance Grants.

11. The Student Fees section has been updated to revise the fee changes post budget approval. Note: Some fee changes are only effective for Fall/Spring semesters with Summer Session remaining at the FY 2016-17 rates.

12. Table B – Public and Private High School Codes has been revised to include Salam School (Code 3619-8075) to the Private School List.

13. Table H – Grant Programs Eligible for Course Fee Exemption has been updated to include State Grant # 124-198 – Statewide Grants - Student Development.

14. Table I – Client Reporting Data Element List been updated to include all new data elements for FY 2017-18.

June 2017 Changes
(FY 2017-18)

Description of Change

1. The Data Element Reporting Matrix has been updated to include *Incarceration Release Date* on the S4 – Grant Activity Record.

2. The *Incarceration Release Date* data element has been added to the S4 – Grant Activity Record section in Positions 37-46.

3. The Edit Section has been updated to include new edits related to the *Incarceration Release Date* data element:

   a. Edit # 789 – INV INCARCERATION RELEASE DATE

   b. Edit # 794 – INC RELEASE DATE/INCARCERATED

4. Table A – Home Residence Codes has been updated to add the Village of Fox Crossing (*County Code* 70 and *Municipality Code* 121).

5. Table C – Location Codes has been updated to include Location Code 45 – Sister Bay for NWTC.

6. Table D – Postsecondary Institution Code has been updated to remove Lac Courte Oreilles Community College from the Other Wisconsin Institutions Not Classified section since it is

included in the Wisconsin Institutions section.

May 2017 Changes
(FY 2017-18)

<u>Description of Change</u>

7. The Data Element Reporting Matrix has been updated for the following:

   a. *Veteran* and *First Generation Student* code has been to the S1 - Client Demographic Record Matrix

   b. The *Basic Education Goals at Entry* on the S2 - Grant Demographic Record Matrix has been updated to show that it is not required for BSEG grants.

   c. *Services Provided Through Grant Activity* on the S4 – Grant Activity Record has been updated to show that it is required to be requested for BSEG (AEFL) grants.

   d. The requirement that *Employment Code* and *Training Outcomes Codes* be reported for grants on the S4 – Grant Activity Record has been removed.

8. The *Veteran Code* and *First Generation Student* has been added to the S1 – Client Demographic Record.

9. The codes for the *Barriers to Employment* data element has been updated for the following:

   a. The new codes have been moved from the Positions 28-34 on the S2 Record to Positions 45-51 due to the discovery that those fields being used for reporting in the past.

   b. The heading has been updated to clarify that this data element is required to be requested for AEFL grant participants and optional for all other grant participants.

   c. The Edit section has also been updated to reflect the change under 3(a) above.

10. The description of the *Services Provided Through Grant Activities Codes* has been updated to clarify when code 34-38 related to Integrated Education and Training for AEFL grant participants must be reported.

11. A note has been added to the heading of the Student Fees section to note that the section will be updated once the state budget is approved.

12. The Edit Section has been updated to include new edits or changes to existing edits related to the WIOA changes. The changes are:

   a. Edit # 016 – INV VETERAN CODE

   b. Edit # 17 – INV FIRST GEN STUDENT

   c. Edit # 913 – INC VET PFC/VET CODE

d. Edit # 794 – INC GRANT EXIT DATE/TEST DATE has been removed due to multiple AEFL grants with different *Fiscal Grant Numbers* being allowed in the same year with no technical means to link the tests to a specific grant

13. Table C – Location Codes has been updated to include Location Code 90 – Out of District for NWTC.

14. Table E – Fire Department ID Numbers has been updated to reflect the Fire Department Name change of Menasha TWP Fire Department to Fox Crossing Fire Department.

February 2017 Changes
(FY 2016-17 and 2017-18)

<u>**Description of Change**</u>

1. The *Services Provided Through Grant Activity* data element in the S4 – Grant Activity Record section has been updated for the addition of new Integrated Education and Training (IET) related codes for WIOA reporting. These codes are effective for FY 2017-18. Please see the S4 section of the manual for the numbers, titles, and descriptions of the new codes.

2. Edit # 745 – INV SERVICE THRU GRANT and Edit # 750 – DUP SERVICE THRU GRANT in the Edit section have been updated to include the Integrated Education and Training (IET) related codes under Item # 1 above. These edits are effective for FY 2017-18.

3. Table B – Public and Private High School Codes has been revised to include Rosendale: Cirrus Charter School (Code 4956-0400) to the Public School List.

January 2017 Changes
(FY 2016-17 and 2017-18)

<u>**Description of Change**</u>

4. The *Economically Disadvantaged* data element in the S1 – Client Demographic Record section has been updated for the revised poverty level amounts in the 2017 HHS Poverty Guidelines table.

5. Table B – Public and Private High School Codes has been revised to include:

   a. Grantsburg: iForward - Code (2233-0400) - Public

   b. West Bend: Pathways – Code (6307-0430) – Public

   c. North Cedar Academy – Code (2856-1706) – Private

   d. Eternity Learning Center – Code(5593-1116) - Private

6. Table C – Location Codes has been updated to add code '55' – Virtual Campus (Online) to Mid-State.

December 2016 Changes

(FY 2017-18)

<u>Description of Change</u>

1. A draft FY 2017-18 Client Reporting Manual has been created to reflect the reporting changes required for the National Reporting System (NRS) due to new federal reporting measures being implemented under the Workforce Opportunity and Innovation Act (WIOA). The changes are:

    a. The Unique Record Keys section in the Introduction section has been updated to include *Grant Exit Date* as a unique key on the S4 – Grant Activity Record.

    b. The Data Element Reporting Matrix section of the Introduction section has been updated to include the addition of *Employment Barrier Codes* to the S2 - Grant Demographic Record and the addition of *Hours of Service* for the Period to the S4 – Grant Activity Record.

    c. The definition of *Displaced Homemaker* in the S1 – Client Demographic Record section has been updated to reflect the new WIOA requirements.

    d. The S2 - Grant Demographic Record section has been updated to add the *Employment Barrier Codes*.

    e. The Overview section of the S4 – Grant Activity Record has had text added to note that more than on S4 record can be reported for AEFL grants for multiple 'periods of participation'.

    f. The *Hours of Service for the Period* data element has been to the S4 – Grant Activity Record section.

    g. The *Grant Exit Date* data element text in the S4 – Grant Activity Record section has been revised to note that the *Grant Exit Date* on the record now applies to the period of participation and not the fiscal year.

    h. The Edit Section has been updated to include new edits or changes to existing edits related to the WIOA changes. The changes are:

        i.   073 – DUP S4 RECORD – text added for *Grant Exit Date* as part of the key.

        ii. 100 – INV LONG-TERM UNEMPLOYED

        iii. 101 – INV EXHAUSTING TANF

        iv. 102 – INV FORSTER CARE YOUTH

        v.   103 - INV HOMELESS/RUNAWAY

        vi. 104 – INV EX-OFFENDER

       vii.   105 – INV LOW INCOME

     viii.   106 – INV MIGRANT/SEASONAL WORKER

        ix.   452 – INC HRS SERVICE/HRS FOR PERIOD

         x.   717 – INV HOURS OF SERVICE FOR PERIOD

        xi.   794 – INC GRANT EXIT DATE/TEST DATE

       xii.   795 – INC APPROP/HRS FOR PERIOD

October 2016 Changes

(FY 2016-17)

Description of Change

2. The FY 2015-16 Client Reporting Manual has been removed from the MyWTCS website and a draft FY 2016-17 manual has been posted that includes changes related to the new S6 record with a tentative effective date of June 1, 2017. This will hopefully assist colleges with their revisions. If the system revisions are completed prior to that date, we will change the effective date if all colleges are prepared.

    a. Table of Contents, Introduction, and Data Element Matrix sections have been updated to include the new S6 – Course/Staff Matching Record.

    b. The *Course Offering Number* section of the S3 - Course Record section has been updated to include requiring a *Section Number* for S3 records with a *Recognized Credit Code* of 8A or 8B.

    c. The S6 – Course/Staff Matching Record Section, including a description of the record and data elements, has been added.

    d. The Edit Section has been updated to include new edits related to the S6 record. They are:

        i.   082 – DUP S6 RECORD

       ii.   455 – INVALID STAFF ID

      iii.   456 – INVALID SECTION NUMBER – S6

      iv.   457 – INVALID LOCATION CODE – S6

       v.   458 - INVALID SEMESTER – S6

      vi.   459 – INVALID NO MATCHING FTE CODE

      vii.   460 – INC COURSE NUMBER/NO MATHCING FTE CODE 01

      viii. 461 – INC COURSE NUMBER/NO MATHCING FTE CODE 02, 03, 04

      ix.   462 – NO MATCHING STAFF

      x.   463 – NO MATHCING COURSE

   e. The Edit Section has been revised to include a revision to Edit # 525 – INVALID COURSE SECTION requiring a Section Number to be reported for courses with a Recognized Credit Code of 8A or 8B.

3. Table C – Location Codes has been updated to include *Location Code* 70 – Online for MPTC.

September 2016 Changes

(FY 2016-17)

Description of Change

1. Table B - Public and Private High School Codes has been updated to add Chetek: Link2Learn Virtual Charter School

2. Table H – Grant Programs Eligible for Course Fee Exemption has been revised to include I94-IT-Corridor Grant (CFDA # 17.268).

3. Table I – Client Reporting Data Element List has been revised to include the new S6 – Course/Staff Matching Record, which was created due to the elimination of the Staff Accounting System. An update to the Client Reporting Manual will be posted in October 2016.

July 2016 Changes

(FY 2016-17)

Description of Change

4. The first bullet in the *Recognized Credit Code* data element section of the S3 – Course Record section has been updated to include the following:

   a. The text in the first bullet has been updated to include the link to the Education Services Manual.

   b. Text has been added to the Note at the end of the data element section to reflect a change in which the following *Recognized Credit Codes* will be included in our Headcount and FTE reports:

       i. 1A - High School Course Credit-Articulated High School Course

      ii. 1A - High School Course Credit-Articulated High School Course

    iii. 8A - Transcripted Credit - Articulated High School Course

    iv. 8B - Transcripted Credit – Youth Apprenticeship

5. Table B - Public and Private High School Codes has been updated to add the following:

   a. McFarland: Wisconsin Virtual Academy Hi (WIVA HI) - Code (3381-0430)

   b. Milwaukee: Hmong American Peace Academy HAPA - Code (3619-0880)

   c. Milwaukee: MacDowell Montessori School – Code (3619-0870)

   d. Milwaukee: Universal Academy-College Bound – Code (3619-0875)

May 2016 Changes

(FY 2016-17)

Description of Change

6. The FY 2014-15 Client Reporting Manual has been removed and the FY 2016-17 manual posted.

7. The Legal and Technical Reporting Considerations Regarding WTCS Enrollments with Emphasis on Requirements for PK-12 Students for Standard Enrollment table at the end of the S3 – Course Record section has been updated to include a footnote indicating that home school students are allowed to attend during normal school hours.

8. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers Table in the S4 – Grant Activity Record section has been updated and a column has been added to separate the *Program Fee Code* reporting requirements from the S4 – Grant Activity Record reporting requirements. Please refer to this table to see which state and federal grants are required to be reported in the Client Reporting System.

9. The Student Fees section has been updated for all applicable FY 2016-17 fee updates.

10. Table F - The Fire Service and HazMat Courses Eligible to be Reported for Reimbursement has been updated to include changes in courses and reimbursable credits for FY 2016-17. The FY 2016-17 changes are highlighted in red.

11. Table G – AEFL Basic Education Testing Level Tables have been updated for a change in the test ranges for BEST Plus on Page G.3.

12. Table H – Grant Programs Eligible for Course Fee Exemption has been revised to include

OVC American Indian/Alaska Native Training and Technical Assistance Program (CFDA # 16-582).

(FY 2015-16)

1. The text of Edit # 628 – INC 8X PROGRAM FEE CODES has been revised to remove *Program Fee Codes* OA-OE since the law change to allow veterans who are residents of other states to pay in-state tuition rates if they are living in the state. Note: The edit procedure was previously updated. This revision was to update the text of the edit in the manual.

March 2016 Changes

(FY 2015-16)

Description of Change

13. The System Contacts List in the Introduction section has been updated for changes due to the retirement of Tom Heffron.

14. The Student Fees section has been updated for the following:

    a. The Overview section has been revised to remove 'Application Fees' from the last bullet of the fees authorized by statute to make it consistent with the text in the Overview paragraph regarding the application fee (which is not a statutorily required fee).

    b. The Online Courses section of the Additional Course Fees section in the third paragraph has been revised to note that the definition of 'online course' means that more than 50% of the instruction is delivered online.

15. The text of Edit # 010 – INVALID BIRTH DATE has been revised to note that the *Client Birth Date* must be prior to June 1 of the beginning of the fiscal year being reported or an error will be generated.

16. Table B - Public and Private High School Codes has been updated to add Wisconsin Virtual Learning (1945-0850) to the Public School List.

17. Table H – Grant Programs Eligible for Course Fee Exemption has been revised to include H-1B TechHire Partnership Grant (CFDA # 17.268)

18. Table H - Appendix A: Grant Course Fee Exemption Request Form has been revised to include a column for comparing the Course Fee Revenue amount with the Grant Revenue amount.

January 2016 Changes

Description of Change

1. Table B - Public and Private High School Codes has been updated for the following:

   a. Green Bay: Dr. Rosa Minoka-Hill School (2289-0800) has been added to the Public School list

   b. Milwaukee: Audubon Technology and Communication High School has been added to the Public School list.

2. Table H – Grant Programs Eligible for Course Fee Exemption has been updated to include the Riverside Programming Addressing Emerging Barriers from the Oshkosh Area Community Foundation as exempt from program and material fees. A number of ending dates have revised in red.

December 2015 Changes

(FY 2015-16)

Description of Change

3. Text has been highlighted in the *Nonstandard Delivery Code* data element description in the S3 – Course Record section to clarify that the codes are to be used when more than 50% of the course is delivered using the applicable delivery mode. The term 'exclusively' has also been deleted from the Code 04 – Online Courses description since it is contradictory to the text in the data element description. This does not represent a change in the standard, but the elimination of contradictory language.

4. Text has been added to the *Technical Skills Attainment Assessment* data element description in the S9 – Program/Certificate Record section describing how the data element is to be reported when the assessments are completed and reported in years prior to graduation.

5. Edit # 074 – DUP S7 RECORD has been revised to remove *Test Name* from the data element position numbers list and add *Test Date* to match the text of the edit.

6. Table A – Home Residence Codes has been updated to add the Village of Windsor (13196) to the Dane County codes.

7. Table B - Public and Private High School Codes has been update for the following:

   a. Merrill: Bridges Virtual Academy (3500-0800) has been added to the Public School list.

   b. Merrill: Merrill Adult Diploma Academy (3500-0400) has been added to the Public School list.

8. Text has been added to the first two paragraphs of Table H - Grant Programs Eligible for

Course Fee Exemption to clarify that all grants (federal, state, and private) must apply for an exemption to waive program and material fees.

September 2015 Changes

(FY 2015-16)

Description of Change

1. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the S4 – Grant Activity Record section has been update for the following:

    a. The name for Statewide Grants – Student Success and *Fiscal Grant Number* 18X under GPR – Grants to District Boards has been changed to Statewide Grants – Student Development with the *Fiscal Grant Number* changed to 19X.

    b. A change of *Fiscal Grant Number* for Career and Technical Education Act, Reserve Fund – Supporting Student Success from 22X to 27X.

2. Table B - Public and Private High School Codes has been update for the following:

    a. Wausau: Enrich, Excel, Achieve Learning Academy (6223-0400) has been added to the Public School list

    b. Wausau: Wausau Engineering and Global Leadership Academy (6223-0410) has been added to the Public School list

3. Table H – Grant Programs Eligible for Course Fee Exemption has been updated and posted. Revisions are in red.

4. A new Client Reporting Forms section has been created and a CLI – Table H Appendix A: Grant Course Fee Exemption Request Form created and posted for submitting requests for grant course fee exemptions.

July 2015 Changes

(FY 2015-16)

Description of Change

5. All changes related to removing Course Options referenced in the July 2015 Changes below have all been reversed due to its reinstatement in the biennial budget.

6. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the S4 – Grant Activity Record section has been revised to clarify that Grants with Appropriation Number 149 are not applicable to Client Reporting since they do not go to districts.

7. Table B - Public and Private High School Codes has been updated to add Janesville:

TAGOS Leadership Academy (2695-0430).

July 2015 Changes

(FY 2015-16)

Description of Change

NOTE: All changes below related to Course Options may need to be removed from the manual due to the Course Options provision being added back to the budget. Please do not make any system changes to remove Course Options at this time. Any necessary revision to the manual will be posted once the budget is final.

1. The FY 2013-14 manual has been removed from the website and replaced with the FY 2015-16 manual.

2. The System Contact for Student Fees in the Introduction section has been changed from Pete Petersen to Mike Carney.

3. The Submission of Records section of the Introduction section has been revised to reflect the following:

   a. A change in the deadline from April 30th to January 31st for submission of Summer and Fall *Course Completion Status* on S3 program level course records used in the Outcomes Based Funding Measure #4 – ABE Transition.

   b. Text was added to the June 10th deadline for veterans data noting that the data is also used for a June 15th credit merge with the UW System.

4. The *Program Fee Code* data element in the S3 – Course Record section has been updated to remove *Program Fee Code* 35 – Course Options due to it being eliminated via the 2015-17 state budget.

5. The *Recognized Credit Code* section in the S3 - Course Record section has been reorganized and updated to add the following codes:

   a. 2M – Postsecondary Transfer Credit/Military Education

   b. 4M – Experiential Learning/Military Training

   c. 5M – Exam-National Standard/Military

6. The Valid Program Fee Code and Aid Code Combinations table in the S3 – Course Record section has been revised to remove *Program Fee Code* 35 – Course Options.

7. The Legal and Technical Reporting Considerations Regarding WTCS Enrollments with Emphasis on Requirements for PK12 Students for Youth Options Enrollment table in the S3 – Course Record section has been revised to remove Course Options.

8. The Student Fees section has been updated for the following:

a. The contact throughout the section has been changed from Pete Petersen to Mike Carney.

b. Text in the Program and Material Fee Remissions – WI G.I. Bill section has been revised to reflect current information and links.

c. The Responsible Beverage Server charge in the Professional Development Seminar/Workshop Fees section has been updated to reflect the FY 2015-16 charge.

d. The Fees Set by Outside Authorities section has been updated to reflect fee changes in Traffic Safety, Group Dynamics, Multiple Offender, and Motorcycle Training courses. Please not the effective dates of the fee changes.

e. The Program and Material Fee Guidelines for Compulsory Education Age Students table has been revised to remove Course Options.

f. The Program Fee/Out-of-State Tuition Rates table has been revised for FY 2015-16 rates.

g. The Material Fee Rates table has been updated to reflect FY 2015-16 rates. Note: This table was not revised with 'track changes' turned on due to the large number of changes.

h. The Program Fee Codes and Exemptions table was revised to remove Course Options.

i. The Client Reporting Error Messages section was updated for the following:

    i. Edit # 378 - INC REC CRED/HS GRAD has been revised to remove *Recognized Credit Code* 9K – Course Options.

    ii. Edit # 37 - INC REC CRED/HI GRADE has been revised to remove *Recognized Credit Code* 9K – Course Options.

    iii. Edit # 575 – INV RECOGNIZED CREDIT CODE has been revised to add 2M – Postsecondary Transfer Credit/Military Education, 4M – Experiential Learning, and 5M – Exam-National Standard/Military.

    iv. Edit # 634 – INC EXEMPT/PAID FEES CODES has been updated to remove *Program Fee Code* 35 – Course Options.

j. The Valid Combinations for First and Second Digits Recognized Credit Code Data Element table at the end of the Edit Error Message section has been revised to remove Course Options and add Military.

k. The Valid Combinations for Aid Codes and Recognized Credit Codes Used in Edit 661 table at the end of the Edit Error Message section has been revised to remove Course Options and add Military.

l. The Program Fee Codes and Their Valid Recognized Credit Codes – Used in Edit 663 and 669 table at the end of the Edit Error Message section has been updated to add

Recognized Credit Codes 2M – Postsecondary Transfer Credit/Military Education, 4M – Experiential Learning, and 5M – Exam-National Standard/Military and remove *Program Fee Code* 35 – Course Options.

m. The Recognized Credit Codes and Their Valid Program Fee Codes – Used in Edit 663 and 669 table at the end of the Edit Error Message section has been updated to add *Recognized Credit Codes* 2M – Postsecondary Transfer Credit/Military Education, 4M – Experiential Learning, and 5M – Exam-National Standard/Military and remove *Program Fee Code* 35 – Course Options.

n. The Headers on Tables A through I have been updated to reflect FY 2015-16.

o. Table B - Public and Private High School Codes has been updated to add Janesville: Rock University High School (2695-0450).

p. Table H – Grant Programs Eligible for Course Fee Exemption has been updated for the following:

  i. The first section of the document has been to clarify the purpose of the table, the criteria and rationale for allowing an exemption, and the process used to request and exemption. Please review this section carefully.

  ii. The format of the table has been revised to categorize by exempt vs. not exempt and all grants listed were reviewed and the status updated (where applicable).

April 2015 Changes

(FY 2014-15)

Description of Change

1. The *Appropriation Number* and *Fiscal Grant Number* of the *WAT Grant* data element in the S3 – Course Record section has been updated to reflect the new *Appropriation Number* (124) and *Fiscal Grant Number* (17X).

2. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the S4 – Grant Activity Record has been updated to include 904 - TAACCCT 4 – ACT for Healthcare.

3. Table B - Public and Private High School Codes has been updated for the following:

   a. D.C. Everest: IDEA Charter School (4970-0400).

   b. Beaver Dam: Don Smith Learning Academy (0336-0850).

4. The following Tables have been updated to the current fiscal year in the Header:

   a. Table A – Home Residence Codes

   b. Table C – Location Codes

    c.   Table D – Postsecondary Institutions Codes

    d.   Table E – Fire Department ID Codes

    e.   Table F – Fire Service & HazMat Courses Eligible for Reimbursements

    f.   Table G – AEFL Basic Education Testing Level Tables

January 2015 Changes

(FY 2014-15)

Description of Change

1. The System Contact for GPR New Markets in the Introduction section has been changed from Moira Lafayette to Tim Weir.

2. The Unique Keys section of the Introduction section has been updated to reflect a change in the key for the S3 Course Record. *Enrollment Date* has been removed and *Section Number* has been added.

3. The Errors, Alerts, and Warnings section of the Introduction section has been revised to include a brief description of which records will be accepted or rejected when errors are found.

4. The Submission of Records section of the Introduction section has been revised to include a description of which records will be accepted or rejected when errors are found along with an example.

5. The *Economically Disadvantaged* data element in the S1 – Client Demographic Record section has been updated for the revised poverty level amounts in the 2015 HHS Poverty Guidelines table.

6. Edit # 379 – INC REC CRED/HI GRADE has been revised to allow students in 8th grade to be reported with certain *Recognized Credit Codes*.

7. Table B - Public and Private High School Codes has been update for the following:

    a.   North Star Academy (0308-9410) has been added to the Public School list,

    b.   Barron Learning Center (former 0308-9410) has been changed to Barron County Alternative School (4802-9410),

    c.   Lac Courte Oreilles: Ojibwe High School (7351-1639) has been added to the Public High School list.

8. Table H – Grant Programs Eligible for Course Fee Exemptions has been updated for the following:

    a.   In the GRANTS RECEIVED FROM THE SYSTEM OFFICE – Exempt section, the

blank exemption covering all grants not listed in the Not Exempt section has been replaced with a list of the specific grants exempted.

b. In the GRANTS RECEIVED FROM THE SYSTEM OFFICE – Not Exempt section, the two programs previously listed are no longer funded and have been deleted. Text has been added indicating that courses funded by grants not listed in the Exempt section are not exempt.

c. In the GRANTS RECEIVED FROM OTHER SOURCES – Exempt Federal Grant Programs, text has been added to DOL CDFA 17.282 TAACCCT specifying that the exemption only applies to Phase I funding only. Phases II, III and IV funding are not exempt.

d. In the GRANTS RECEIVED FROM OTHER SOURCES – Not Exempt State Grant Programs section, DWD 445.109 has been modified to differentiate between Wisconsin Fast Forward and Blueprint for Prosperity grants.

September 2014 Changes

(FY 2014-15)

Description of Change

9. The Important Reminders for District Reimbursements Based on Client section of the Introductory section has been updated to remove Farm Training, Chauffeur Training, and Drivers Education Training from the list of grants that districts receive reimbursement for based on Client Reporting data since those appropriations have been discontinued.

10. Text has been added to the *Client First Name* field in the S5 – Basic Demographic Record section to make it consistent with Edit # 009 – CLIENT FIRST NAME MISSING, which requires the field to not be blank.

11. Edit # 451 – BSE COURSE/HOURS MISSING has been updated to clarify that the edit applies to courses with Aid Codes 73-76 and that the minimum number of total hours of service must be 2 for an S4 – Grant Activity Record to be reported.

12. Table B - Public and Private High School Codes has been update to add 0147-0850, Appleton: Wisconsin Connections Academy to the Public School list.

13. Table H – Grant Programs Eligible for Course Fee Exemption has been updated to add DWD Blueprint for Success – Wisconsin Fast Forward grants to the Not Exempt State Grant Programs section.

June 2014 Changes

(FY 2013-14)

Description of Change

14. The Client Program/Certificate Record Matrix in the Introduction section has been updated to include *Aid Code* 61 (Pathways Certificate) in the heading and changed the title of Position 18-23 to 'Program/Certificate Number' to clarify where Pathways Certificates will be reported in the Client Reporting System.

15. Text has been added to the last introductory paragraph of the Error Messages section to note that only the first 500 errors will generated in the error reports in an effort to avoid excessive processing time. This was expanded from the previous limit of 250.

16. Edit # 628 – INC 8X PROGRAM FEE CODES has been revised to allow WI GI Bill *Program Fee Codes* of OA-OE to be reported with out-of-state *Program Fee Codes* 8X since VA residency requirements for eligibility differ from WTCS requirements.

17. Edit # 632 – INC PROGRAM FEE CODES has been revised to allow WI GI Bill *Program Fee Codes* of OA-OE to be reported with out-of-state *Program Fee Codes* 8X since VA residency requirements for eligibility differ from WTCS requirements.

18. Table F – Fire Service and HazMat Courses Eligible for Reimbursement has been updated to the change in the credit value for HazMat courses from .45 credits in Summer to .40 credits in Fall and Spring and Cert Fire Officer II has been updated from 1.15 eligible credits to .75\.

May 2014 Changes

(FY 2014-15)

Description of Change

1. A reporting deadline of April 30 for Summer and Fall Semester *Course Completion Status* data has been added to Submission of Records section of the Introduction to accommodate the data needs for Performance Based Funding Measure # 4 – ABE Transitions.

May 2014 Changes

(FY 2013-14)

Description of Change

1. The Client Demographic Record Reporting Matrix has been updated to no longer require *High School Attended* and *Year of High School Graduation* to be reported for *Aid Code* 42, 47, and 60 for the first four years after high school graduation.

2. The Heading of the HHS Poverty Guidelines Table in the *Economically Disadvantaged* data element section S1 – Client Demographic Record section has been updated to 2014.

3. Edit # 340 - INC PROGRAM/GRAD STATUS has been revised to require the *Graduate of Program* field to be blank for Pathways Certificates since the students are considered 'completers' and not program graduates. A blank *Graduate of Program* field will prevent them from appearing in graduate counts.

4. Edit # 374 – WARN-INC REC CRED/HI GRADE has been eliminated due to it being incompatible with Edit # 379 – INC REC CRED/HI GRADE.

5. Edit # 934 - INV GRAD CODE has been revised to require the *Graduate of Program* field to be blank for Pathways Certificates since the students are considered 'completers' and not program graduates. A blank *Graduate of Program* field will prevent them from appearing in graduate counts.

6. Edit # 936 – INV PROGAM TSA and Edit # 937 – PGM TSA NOT APPR FOR DIST text has been revised to clarify the corrective action needed to resolve the errors.

7. Table B - Public and Private High School Codes has been update to add 2849-1669, Coulee Connections - Alt Ed to the Private School list.

April 2014 Changes

(FY 2013-14)

Description of Change

1. Text under *Program Fee Code* 79 – Other State Slotters has been added to the *Program Fee Code* data element section of the S3 – Course Record section to clarify that *Program Fee Code* 79 is to be reported with *Program Fee Code* 35 – Course Options. The previous language gave the impression *Program Fee Code* 35 should be reported with *Program Fee Code* 99 – Self Paid.

2. Text has been added to the paragraph after the valid sub-element combination list of the *Recognized Credit Code* data element section in the S3 - Course Record section noting that courses reported with an *Aid Code* of 47 and a *Recognized Credit Code* of 1B, 8B, 9B, or 9G must be reported with an S9 – Program/Certificate Record with a *Program Number* of 30-543-1 or 50-XXX-X.

3. The following revisions have been made to the Error Messages section :

   a. Edit # 378 - INC REC CRED/HS GRAD has been revised to add *Recognized Credit Code* 9D and 9H to the codes indicated as applying to high school students.

   b. Edit # 379 - INC REC CRED/HI GRADE has been revised to allow *Recognized Credit Code* 9D and 9H to be reported with a *Highest Grade Completed at Enrollment* of 98 or 99.

   c. Edit # 537 - ALERT-INV SYST COURSE CRED has had the links to the Systemwide Course Lists revised.

   d. Edit # 648 - INC AGE/REC CREDIT/GRAD YR has been revised to use August 31 as the date as the date to compute age for the purpose of this edit. This allows students that graduated in the previous year and subsequently turned 18 in the summer to not be required to be reported with a *Recognized Credit Code* in the current year, which then triggers Edit Error # 378.

e. Edit # 661 - INC AID CODE/REC CREDIT CD has been has had text added to further clarify that courses reported with an *Aid Code* of 47 and a *Recognized Credit Code* of 1B, 8B, 9B, or 9G must be reported with an S9 – Program/Certificate Record with a *Program Number* of 30-543-1 or 50-XXX-X.

4. Table F – Fire Service and HazMat Courses Eligible for Reimbursement has been updated to the change in the credit value for HazMat courses from .60 credits in Summer to .45 credits in Fall and Spring.

April 2014 Changes

(FY 2014-15)

Description of Change

1. The FY 2012-13 Client Reporting Manual has been removed from the website and replaced by the FY 2014-15 version.

2. The headers have all been changed to 2014-15.

3. The System Contacts in the Introduction section has been updated.

4. The S2 – Grant Demographic Record Matrix in the Introduction section has been updated to reflect the elimination of a number of data elements related the Displaced Homemaker grants, which are no longer funded.

5. The following data elements have been removed from the S2 – Grant Demographic Record section due to the elimination of Displaced Homemaker grants:

    a. *Marital Status*

    b. *Displaced Homemaker Status*

    c. *Number of Dependent Children*

    d. *Number of Dependents Requiring Child Care*

    e. *Enrollment Barrier Codes*

    f. *Employment Barrier Codes*

    g. *Employment History*

6. Text related to Positions 52-76 in the S2 – Grant Demographic Record section removing *Appropriation Number* 112-12X and 112-16X since they are no longer funded.

7. *Program Fee Codes* 21 – Incentive Grants, 22 – Displaced Homemaker (State Class-Size), 61 – Displaced Homemaker (State Slotter), 64 – Farm Training have been removed from *Program Fee Code* data element section of the S3 – Course Record section since none of them are funded as of FY 2014-15.

8. The Valid Program Fee Code and Aid Code Combinations table at the end of the S3 – Course Record section has been updated for the *Program Fee Code* changes noted in Item 7 above.

9. The *System Office Grant Number* in the S4 – Grant Activity Record section has been updated to include the new GPR *Appropriation Number* in the table.

10. The *Fiscal Grant Number* data element in the S4 – Grant Activity Record section has been updated to include the new GPR and TAACCCT grant *Appropriation Numbers* and remove those that no longer apply.

11. Text in the *Services Provided Through Grant Activity*, *Employment Outcomes*, and *Training Outcomes* data elements section of the S4 – Grant Activity Record section has been updated to note that reporting the data element is optional.

12. The *Grant Exit Date* data element in the S4 – Grant Activity Record section has been updated to remove GPR basic education grant *Appropriation Numbers* since they are no longer funded.

13. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the data element section of the S4 – Grant Activity Record section has been update for new GPR grant categories.

14. The Student Fees section has been updated for FY 2014-15 rates.

    a. Hyperlinks throughout the section have been updated as needed.

    b. The last paragraph of the <u>Collegiate Transfer and Postsecondary/Vocational-Adult Program Fees</u> subsection (just before the <u>Additional Course Fees</u> subsection) has been moved to the end of the <u>Out-of-State Tuition</u> subsection. This paragraph relates specifies that apprentices are exempt from out-of-state tuition. Also, the administrative code cite has been corrected from TCS 10(2)(b) to TCS 10(3)(b).

    c. <u>Statutory Provisions</u>, the first topic in the <u>Other Student Fees</u> subsection has been deleted and the text has been moved to the <u>Student Activity and Incidental Fees</u> and <u>Parking Fees and Fines</u> topics.

    d. In the Program and Material Fee Guidelines for Compulsory Education Age Students section, Course Options has been added.

    e. In the Student Fee Refunds section, the statutory quote regarding <u>active duty/service refunds</u> has been updated.

    f. The <u>Program Fee Codes and Exemptions</u> section has been updated for changes made to valid Program Fee Codes.

15. The following revisions have been made to the Error Messages section:

    a. The following edits have been updated to remove GPR basic education grant *Appropriation Numbers.*

      i.   Edit # 245 – INV STUDENT GOAL

     ii.   Edit # 249 – DUP STUDENT GOALS

    iii.   Edit # 433 – BSE GRANT/FACILITY BLANK

    iv.   Edit # 450 – BSE GRANT/HOURS MISSING

     v.   Edit # 452 – INC HOURS SERVICE/HRS ATTEND

    vi.   Edit # 638 – INC FEE/AEFL GRANT

   vii.   Edit # 792 – MISSING GRANT EXIT DATE

b. The following edits have been removed due to the elimination of Displaced Homemaker grants:

      i.   Edit # 110 – INV MARITAL STATUS

     ii.   Edit # 125 – INV DISP HOME STATUS

    iii.   Edit # 130 – INV DEPENDENTS

    iv.   Edit # 135 – INV DEPENDENTS REQ CARE

     v.   Edit # 140 – INV ENROLL BARRIER CODES

    vi.   Edit # 145 – WARN DUP ENROLL BARRIERS

   vii.   Edit # 150 – INV EMPLOY BARRIER CODES

  viii.   Edit # 155 – DUP EMPLOY BARRIERS

    ix.   Edit # 160 – INV EMPLOYMENT HISTORY

     x.   Edit # 320 – INC DISP HOME DATA

    xi.   Edit # 335 – INC EMPLOY HIST/WORK STAT

   xii.   Edit # 385 – MISSING MARITAL STATUS

  xiii.   Edit # 390 – INC DEP CHILDREN/REQ CARE

  xiv.   Edit # 395 – INC ENROLL BAR/REQ CARE

   xv.   Edit # 400 – INC EMPLOY BAR/REQ CARE

  xvi.   Edit # 406 – INC GRANT/DISP HOME CODE

  xvii.   Edit # 409 – INC GRANT/DISP STAT MISS

      xviii. Edit # 410 – INC GRANT/DEP CHILDREN

      xix. Edit # 415 – INC GRANT/DEP REQ CARE

      xx. Edit # 417 – WARN INC GRANT/BARRIERS

      xxi. Edit # 420 – INC GRANT/EMPLOY HISTORY

      xxii. Edit # 637 – INC FEE/DH GRANT

  c. Edit # 592 – MISSING WAT GRANT NUMBER has been updated to include the new *Appropriation Number* and *Fiscal Grant Number.*

  d. The following edits have been updated to note that reporting them is optional:

      i. Edit # 745 – INV SERVICE THRU GRANT

      ii. Edit # 750 – DUP SERVICES THRU GRANT

      iii. Edit # 760 – INV TRAINING OUTCOME

      iv. Edit # 765 – DUP TRAINING OUTCOMES

16. Text has been added to the Programs Not Listed Above section of Table G – Grant Programs Eligible for Course Fee Exemption to note additional types of information to be submitted to justify exemptions.

March 2014 Changes

(FY 2013-14)

Description of Change

1. The Demographic Data Collection Guidelines for ACE Students text in the Introduction section has been completely updated. The most notable change is the removal of *Highest Grade Completed at Enrollment* and addition of *Highest Credential Received at Enrollment*. All other data elements remain with updated explanations.

2. The *Economically Disadvantaged* data element section in the S1 - Client Demographic Record section has been updated for the January 2014 Poverty Guidelines.

3. *Program Fee Code* 35 - Section 118.52, Wis. Stats., (Course Options) has been added to the S3 - Course Record to accommodate the reporting of students attending under the Course Options law.

4. Text has been added to *Program Fee Code* 79 – Other Sponsor in the S3 - Course Record section allowing it to be reported with *Program Fee Code* 35 – Course Options for the purpose of reporting entity paying the material fee.

5. *Recognized Credit Code* 9K – Course Options has been added to the *Recognized Credit Code* data element list in the S3 - Course Record section.

6. *Aid Code* 47 has been added to the Valid Program Fee Code and Aid Code Combinations Table at the end of the S3 – Course Record section as being reportable with *Program Fee Code* 33 and 34.

7. *Program Fee Code* 35 has been added to the Valid Program Fee Code and Aid Code Combinations Table at the end of the S3 – Course Record section as being reportable with *Aid Codes* 10, 20, 30, 31, and 32.

8. Legal requirements for Course Options have been added to the Legal and Technical Reporting Considerations Regarding WTCS Enrollments with Emphasis on Requirements for PK12 Students table at the end of the S3 - Course Record section.

9. Appropriation 138 - Displaced Homemaker Health & Family Services has been added back to the Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the S4 – Grant Activity Record section. It was removed in error for FY 2013-14. These grants are no longer active as of FY 2014-15.

10. The *Program Number* data element text in the S9 - Program/Certificate Record section has been updated for the renumbering of Pathways Certificates to 61-XXX-Y with 61 = Aid Code, XXX = Instructional Area, and Y = District Designated Number.

11. The following revisions have been made to the Error Messages section:

    a. Edit # 378 – INC REC CRED/HS GRAD has been revised to add *Recognized Credit Code* 9K (Course Options).

    b. Edit # 379 – INC REC CRED/HI GRADE has been revised to add *Recognized Credit Code* 9K (Course Options).

    c. Edit # 575 – INV RECOGNIZED CREDIT CODE has been revised to add *Recognized Credit Code* 9K (Course Options).

    d. Edit # 626 – INC HS/GRAD YR/FEE CODE has been revised to add *Program Fee Code* 35 (Course Options).

    e. Edit # 628 – INC 8X PROGRAM FEE CODES - has been revised to add *Program Fee Code* 35 (Course Options).

    f. Edit # 630 - INC PROGAM FEE CODES - has been revised to add *Program Fee Code* 35 (Course Options).

    g. Edit # 634 – INC EXEMPT/PAID FEE CODES has been updated to require *Program Fee Code* 35 – Course Options be reported with *Program Fee Code* 79 – Other Sponsor to cover the material fee.

    h. Edit # 661 - INC AID CODE/REC CREDIT CD has had text added to clarify that there is an edit error that may result in the need to report an S9 Program/Certificate

Record correct an error when the S9 does not appear in the edit report.

    i.   Edit # 925 – INV PATH CERT NUMBER has been updated for the new Pathway

12. The following tables at the end to the Error Message section have been updated for *Recognized Credit Code* 35 - Course Options:

    a. The Valid Combinations for First and Second Characters of the Recognized Credit Code Data Element

    b. Valid Combinations for Aid Codes and Recognized Credit Codes Used in Edit 661

    c. Program Fee Codes and Their Valid Recognized Credit Codes – Used in Edit 663 and 669

    d. Recognized Credit Codes and Their Valid Program Fee Codes – Used in Edit 663 and 669

13. Table B - Public and Private High School Codes has been update to add 4872-0440 Ripon: Lumen Charter High School.

14. Table C – Location Codes has been updated for NWTC to include the following:

    a. 42 - NWTC Artisan & Business Center

    b. 43 - Northwoods Regional Technical Academy

    c. 44 - Woodland Kitchen & Business Incubator

15. Table I – Client Reporting Data Element List has been added to the Client Reporting Code Tables in the Portal.

January 2014 Changes

(FY 2013-14)

Description of Change

1. Text has been revised in the *Basic Education Goals at Entry* section of the S2 – Grant Demographic Record section clarifying that reporting the data element is optional.

2. The *Training Outcomes Code* section of the S4 – Grant Activity Record section has been updated to note that all reporting the codes are optional.

3. Text in the *Test Topic* section of the S7 – Basic Education Testing Record section has been revised to note that BEST Literacy, BEST Plus & TABE CLAS-E can be reported with *Test Topic* 11-16.

4. The following revisions have been made to the Error Messages section:

   a. The following edits have been updated to reflect the change in Item # 3 above related to *Test Topic*:

      i. Edit # 165 – INVALID TEST TOPIC

      ii. Edit # 175 – INVALID ABE/ELL/SCORE/GRADE

      iii. Edit # 176 – ALERT-IMCOMPATIBLE TEST TOPICS

      iv. Edit # 178 – ALERT-FORMS MUST ALTERNATE

      v. Edit # 190 – MULTIPLE PRE-TESTS

   b. Edit # 252 – MISSING STUDENT GOAL has been eliminated since they are no longer required for BSE grants. Student goals may still be reported, but are not required.

   c. Edit # 425 – INC GRANT/WORK STATUS has been added to require participants in TAACCCCT – Interface grant (*Appropriation Number* 930) to be reported with a known *Work Status at Enrollment*, meaning it cannot be '99' – Client Refused to Provide.

   d. Edit # 825 – WARN-NO OUTCOMES REPORTED has been eliminated since this data element is no longer used to measure outcomes for federal reporting purposes.

   e. The following edits have been updated to reflect the changes made to the Pathways Certificate *Program Number* format:

      i. Edit # 925 – INV PATH CERT NUMBER

      ii. Edit # 926 – AAD CURR NOT APPR

      iii. Edit # 927 – PATH CERT CURR NOT APPR

5. Table A – Home Residence Code table has been update to add the Village of Rockland (41176) in Monroe County

6. Table B - Public and Private High School Codes has been update to add:

   a. 1080-0400   Chetek-Weyhaeuser High School (Public)

   b. 2450-1214   Lake Country Lutheran High (Private)

December 2013 Changes

(FY 2013-14)

Description of Change

1. The following changes have been made to the Reporting Guidelines for Appropriation and Fiscal Grant Numbers table at the end of the S4 – Grant Activity Record section:

    a. Appropriation 138 – Displaced Homemaker Health & Family Services has been removed from the table since it is no longer active.

    b. Appropriation 930 – TAACCCT 3 – Interface has been added to the table.

2. Text in the *Birth Date* data element of the S5 – Basic Demographic Record related to multiple age calculations has been removed since only June 1st age is now being used for all edits and reports.

3. The following revisions have been made to the Error Messages section:

    a. Edit # 252 – MISSING STUDENT GOAL has been eliminated since they are no longer required for BSE grants. Student goals may still be reported, but are not required.

    b. Edit # 425 – INC GRANT/WORK STATUS has been added to require participants in TAACCCCT – Interface grant (*Appropriation Number* 930) to be reported with a known *Work Status at Enrollment*, meaning it cannot be '99' – Client Refused to Provide.

    c. Edit # 825 – WARN-NO OUTCOMES REPORTED has been eliminated since this data element is no longer used to measure outcomes for federal reporting purposes.

    d. Edit # 931 – NO PROGRAM CURRICULUM has been revised to include *Program Number* 10-800-3 as one of programs bypassed in the edit.

4. Table B - Public and Private High School Codes has been update to add 2835-0410 Kimberly: Kornerstone School (Public).

5. Table C – Location Codes has been updated to include the following:

    a. Western 27: Black River Falls (existing code not included in the table)

    b. MilATC: 63 – Walkers Point Education Center, 67 – HayMarket Square

6. Table D – Postsecondary Institution Codes has been updated to remove the following invalid codes:

    a. 9020 – UW Center Green Bay

    b. 9000 – UW Center Kenosha

    c. 4681 – UW Center Medford

    d. 9921 – UW Center Racine

October 2013 Changes

(FY 2013-14)

<u>Description of Change</u>

1. The Data Element Reporting Matrix section has been updated to reflect the shift of the *Program Graduate* data element from Position 24 to 30 and the *Technical Skills Attainment Assessment* data element from Position 25 to 31 on the S9 – Client Program/Certificate Record.

2. All references to the 3 character *Course Section Number* have been removed from the *Course Offering Number* data element in the S3 – Course Record section.

3. Text has been added to the Valid Program Fee Code and Aid Code Combinations table at the end of the S3 – Course Record section allowing certain Aid Code 47 courses to be reported with *Program Fee Code* 64 – Farm Training. The specific courses are yet to be determined.

4. The following revisions have been made to the Error Messages section:

    a. Edit # 072 – DUP S3 RECORD has had the reference to the 3 digit *Course Section Number* removed.

    b. Edit # 442 – INC GRAD YEAR/HIGH GRADE has been revised to allow current year high school graduates to be reported with a *Highest Grade Completed at Enrollment* of 12 or less to accommodate client being reported with receiving a GED or HSED in the current fiscal year.

    c. Edit # 511 – CRS WAITING FOR CURRICULUM has been revised to be bypassed is a *Recognized Credit Code* of 2J through 6J has been reported on the S3 – Course Record since these *Recognized Credit Codes* represent transfer credits and would not necessarily be part of a curriculum.

    d. Edit # 887 – INC TRNG OUT/HI GRADE has been revised to allow *Highest Grade Completed at Enrollment* of 12 or less to accommodate client with a GED at entry to be reported as receiving an HSED as an outcome in the current fiscal year.

    e. Edit # 931 – NO PROGRAM CURRICULUM has been revised to be bypassed if the *Program* Number being reported is in 'Suspended' status.

    f. Edit # 940 – WARN-OLD IT PGM CHNGED has been eliminated. This edit was combined with # 939 – WARN-OLD PGM NUMBER CHNGED related to the nursing program, but now the conversion of IT program numbers has been eliminated.

5. Table B – Public and Private High School Codes has been update to include the following codes:
    a. 3619-0431 – Milwaukee: WORK Institute (Public)

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      b.   3619-1565 – Milwaukee: Outlook University Independent School (Private)

      c.   3619-1530 – Milwaukee: Right Step Inc. (Private)

6.   Table C – Location Codes has been updated to include the following active codes that were not listed:

      a.   BTC: 37 – Beloit, 98 – Out of State

      b.   FVTC: 31 – Redgranite

      c.   GTC: 40 – GTC Web

      d.   SWTC: 45 – River Ridge, 97 – Out of District, 98 – Out of State

7.   Table G – Basic Education Test Tables has been updated for corrections to Table 44.

May 2013 Changes

(FY 2013-14)

Description of Change

1.   Cover page and headers have been revised to reflect FY 2013-14.

2.   The contact for Technical Reporting/MIS Issues in the Introduction section has been changed from Tim Wetter to Kelly Gallagher.

3.   Text has been added to the Submission of Records section of the Introduction section noting that data submissions are now done via the WTCS Portal and also provides contact information.

4.   Text has been added to the Introduction of the Client Reporting Error Messages section stating where reports can be found and how errors are marked in the reports.

5.   The *Year of High School Graduation* text in the S1 – Client Demographic Record has been revised to remove 'HHHH' (Anticipated Graduation Date) and 'DDDD' (Dropped Out).

6.   The text in the *Program Number* data element section of the S9 – Client Program/Certificate Record related to assigning credits to programs has been deleted since the methodology for assigning credits to programs is out of date.

7.   The Position Number for *Program Graduate* in the data element section of the S9 – Client Program/Certificate Record has been changed from 24 to 30.

8.   The Position Number for *Technical Skill Attainment Assessment* in the data element section of the S9 – Client Program/Certificate Record has been changed from 25 to 31.

9. The Student Fees section has been revised to reflect 2013-14 rates.

10. The following revisions have been made to the Error Messages section:

    a. References to "ticky marks" have been updated to "highlighted text" in the error messages.

    b. Edit # 097 – INV GRAD YEAR has been updated to remove references to Year of High School Graduation of 'DDDD' and 'HHHH'.

    c. Edit # 317 - INC BIRTH YR/H.S. GRAD YR has been updated to remove references to Year of High School Graduation of 'HHHH'.

    d. Edit # 318 – WARN-INC BIRTH YR/H.S. GRAD YR has been updated to remove references to Year of High School Graduation of 'HHHH'.

    e. Edit # 340 – INC/PROGRAM/GRAD STATUS has been updated to reflect the Position Number change for the *Program Graduate* data element.

    f. Edit # 377 – INC PGM FEE/HS GRAD has been updated to remove references to Year of High School Graduation of 'DDDD' and 'HHHH'.

    g. Edit # 378 – INC REC CRED/HS GRAD has been updated to remove references to Year of High School Graduation of 'DDDD' and 'HHHH'.

    h. Edit # 442 – INC GRAD YEAR/HIGH GRADE has been updated to remove references to Year of High School Graduation of 'HHHH'.

    i. Edit # 626 - INC HS/GRAD YR/FEE CODE has been updated to remove references to Year of High School Graduation of 'DDDD' and 'HHHH'.

    j. Edit # 648 – INC AGE/REC CRED/GRAD YR has been updated to remove references to Year of High School Graduation of 'DDDD' and 'HHHH'.

    k. Edit # 934 – INV GRAD CODE has been updated to reflect the Position Number change for the *Program Graduate* data element.

    l. Edit # 936 – INV PROGRAM TSA has been updated to reflect the Position Number change for the *Technical Skill Attainment Assessment* data element.

    m. Edit # 937 – PGM TSA NOT APPR FOR DIST has been updated to reflect the Position Number change for the *Technical Skill Attainment Assessment* data element.

    n. Edit # 938 – INC GRAD/TYPE OF PROGRAM has been updated to reflect the Position Number change for the *Program Graduate* data element.

May 2013 Changes

(FY 2012-13)

Description of Change

1. The *Fire Department ID* data element section of the S3 – Course Record section has been revised to clarify that the *Fire Department ID* is not required for HazMat reimbursement.

2. The Error Messages section has been updated for the following:

   a. Edit # 318 - WARN-INC BIRTH YR/H.S. GRAD has been revised to be bypassed if the Year of High School Graduation is 'DDDD' – Dropped out.
   b. Edit # 380 - INC HI CREDENTIAL/HI GRADE has been revised to allow a HCR of '05' (Some College) to be reported with a HGC of '08' or higher.
   c. Edit # 446 – INC TRAIN OUTCOME/HI CREDENTIAL has been revised to allow HCR of 02 (GED) to be reported with a Training Outcome of 08 (Obtained HSED) since, per Mark Johnson, some clients go on to get an HSED after getting a GED.
   d. Edit # 641 - ALERT - INC PROGRAM FEE 43/AID CODE 42 has been created to flag courses using Aid Code 42 (General Adult) for Professional Development Seminars (Program Fee Code 43). These offering are, by definition, occupational in nature and should only be offered under Aid Code 47 (Occupational Adult) even though both are under the Vocational Adult Aid Category.
   e. Edit # 685 - INC COURSE/CRED/BASIC HRS has been updated to include 'D' hour thresholds in the text and credit computations.
   f. Edit # 931 – NO PROGRAM CURRICULUM has been revised to be bypassed if the program is in 'Discontinued' status.

3. Table B – Public and Private High School Codes has been update to include the following codes:
   a. 3381-0800 – McFarland: Wisconsin Virtual Academy
   b. 3619-0052 – Milwaukee: Morse Marshall School
   c. 8115-0400 – Milwaukee: Tenor High School

April 2013 Changes

Description of Change

1. The Valid Program Fee Code and Aid Code Combinations table in the S3 – Course Record section has been revised to add *Program Fee Code* 81 – Tuition Grant Exemption.

2. Edit # 512 – INV WTCS COURSE NUMBER has been revised to require a valid *Instructional Area Number*.

3. Table A – Home Residence Code has been updated for the Village of Harrison in Calumet and Outagamie County.

4. Table B – Public and Private High School Codes has been update for the following:

   a. 2289-0445 Green Bay: John Dewey Academy of Learning has been added.

b. 3619-0014 Milwaukee: Technical High School has been changed to Bradley Technology High School.

March 2013 Changes

Description of Change

1. The System Contacts page has been updated to designate Tim Wetter as Technical Reporting/MIS Issues contact.

2. The Submission of Records section of the Introduction section has been updated for the dates for merging credits with UW for WI GI Bill veterans being moved to the end of the month.

3. The HHS Poverty Guidelines table in the S1 Client Demographic Record has been updated to reflect the revised thresholds.

4. *Program Fee Code* 81 = Tuition Grant Exemption has been added to the S3 Course Record.

5. The comment in the S8 Post 911 Veterans Benefits Record Over view section related to using *Post 911 Supplemental Payment* and *Post 911 Federal Received* amount to update interim financial data has been removed since it no longer applies.

6. The deadline for submitting veterans credits have been revised in the Overview section of the S8 Post 911 Veterans Benefits Record to match the Submission of Records section in the Introduction.

February 2013 Changes

Description of Change

1. The Edit Section has been updated for the following:

    a. Edit # 002 – INVALID SSN has been eliminated since it would create numerous errors for S5 records with district created SSNs.

    b. Text has been added to Edit # 004 – DISTRICT ID MATCHES SSN to clarify that the *District Student ID* matches what appears to be a valid *Social Security Number*. Since the *District Student ID* is used in reports it is important it does not match the *Social Security Number*. Invalid (created) *Social Security Number* for this purpose are numbers that begin with 8XX, 9XX, or 000.

    c. Edit # 168 – INV ELL NRS LEVEL has been eliminated since the logic for this edit is included in Edit # 175 – INC ABE/ELL TEST/SCORE/GRADE.

    d. The title of Edit # 184 – INC CRS/LEP/ELL TEST has been changed to a warning to reflect what the edit does.

e. Edit # 567 – WARN INC AID/RCC/CRS GRADE has been eliminated since the code as written duplicates Edit # 566 - INC AID/RCC/CRS GRADE.

f. Edit # 928 – ETD CURR NOT APPR has been eliminated since the same edit check is performed in Edit # 929 – INV PROGRAM.

g. Table B – Public and Private High School Codes has been revised for the following:

   i. Manitowoc: McKinley Academy (3290-0400) has been added.

   ii. A name change for code 3619-1066. Milwaukee: Loyola Academy has been changed to Centro Hispano High School (effective with FY 2011-12).

January 2013 Changes

Description of Change

1. Text has been added to the *System Office Grant Number* section of the S4 Grant Activity Record to allow *Appropriation Number* 900 – TAACCCT to be reported.

2. The Reporting Guidelines for Appropriation and Fiscal Grant Numbers Table in the S4 – Grant Activity Record section has been updated to include *Appropriation Number* 900 – TAACCCT.

3. Text has been added to the Overview section of the S9 – Client Program/Certificate Record to further clarify when an S9 record may be reported.

4. Text has been added to the *Program Graduate* data element of the S9 - Client Program/Certificate Record to clarify that *Program Graduate* must be reported as 'No' if the S9 is being reported for a TSA Assessment in a year subsequent tot graduation.

5. The Edit Section has been updated for the following:

   a. Edit #173 – INC TEST TOPIC/TEST NAME and #174 – INC ABE TEST/SCORE/GRADE have been combined with Edit # 175 – INC ELL TEST/SCORE/GRADE and renamed INC ABE/ELL TEST/SCORE/GRADE since they all perform the same logic checks.

   b. Edit # 355 – DUP S9 RECORDS is being eliminated since it duplicates Edit # 81- DUP S9 RECORD.

   c. Edit # 525 – COURSE SECTION INVALID has been updated to remove the 3 character *Section Number*.

   d. Edit # 530 has been modified to allow *Program Fee Code* '00' – Recognized Credit – Non FTE Generating to be reported with a blank *Location Code*.

   e. Edit # 662 – INC CRS SECTION/REC CREDIT has been updated to remove the 3 character *Section Number*.

f. The title of Edit # 667 – INV INST TRANSFERRING CREDIT has been revised to INC DISTRICT/INST TRANSFERRING CREDIT since it is a relational edit and not a check of valid values.

g. Edit 3 930 – GRAD FROM PGM PRIOR YR has been revised to add reporting *Technical Skill Attainment Assessment* code of '1' or '2' as a rationale for bypassing the edit and changed the format for bypassing the edit to make it easier to follow.

h. Edit # 940 WARN OLD IT PGM CHANGED has been combined with Edit # 939 – WARNOLD NURSING PGM CHGED and the title changed to OLD PGM NUMBER CHANGED since both edits perform the same type of check.

6. Table B – Public and Private High School Codes has been revised to add the following codes:

a. 3619-0443   Milwaukee: Transformational Learning Community (Public)

b. 3619-3100   St. Anthony School – Milwaukee Sch Dist (Private)

November 2012 Changes

Description of Change

1. Basic Education Aid Codes (7X) have been added to the Valid Program Fee Code and Aid Code Combinations in the S3 Course Record to allow them to be reported with *Program Fee Code* 72 (Employer Paid) and 79 (Other Sponsor).

2. Edit # 380 – INC HI CREDENTIAL/HI GRADE has been revised for the following:

a. *Highest Credential Received at Enrollment* of 02 (GED) or 03 (HSED) is now required to be reported with a *Highest Grade Completed at Enrollment* of 12, per the instructions of the ABE Team.

b. *Highest Grade Completed at Enrollment* of 12 is now allowed to be reported with a *Highest Credential Received at Enrollment* of 05 (Some College) to allow students who took WTCS level courses under Transcripted Credit Agreements in high school to be reported as students having taken college level courses.

3. Table C – Location Codes has been updated for the addition of *Location Code* 41 for NWTC.

August 2012 Changes

(FY 2012-13)

Description of Change

1. Table C – Location Codes Table has been updated to add Location Code 41 – North Cost Marine Mfg. Training Center to NWTCs table.

August 2012 Changes

(FY 2012-13)

Description of Change

1. Language has been added the to the *Course Section Number* of the S3 Course Record to emphasize that the 3 character field is valid through December 2012, at which time reporting in the 5 character *Course Section Number* will be required.

2. Text has been added to the heading of Edit # 173 – INC TEST TOPIC/TEST NAME and Edit # 174 – INC ABE TEST/SCORE/GRADE noting that when the new system is put into production in January 2013, they will be deleted and collapsed into Edit # 175 INC ELL TEST/SCORE/GRADE, and renamed INC TEST TOPIC/NAME/SCORE/GRADE. This edit will perform all compatibility checks between the *Test Topic, Test Name, Scale Score, ABE Grade Level*, and *ELL NRS Level* in one edit. The underlying logic of the edits will not change.

3. Edit # 520 – CRS MISSING has been updated to require a valid *Instructional Area Number* as outlines in the S3 Course Record section.

4. Table F – Fire Service and HazMat Courses Eligible for Reimbursement has been updated to correct the eligible credit value of Course Number 47-503-743 from 1.70 credits to 1.65 credits.

August 2012 Changes

(FY 2011-12)

Description of Change

1. The Training Outcomes section of the S4 Grant Activity Record has been updated to not require *Training Outcome Code* 13 – Completed Partial GED/HSED has been undesignated (unbolded) as being a required outcome for AEFL and GPR reporting.

2. Edit # 760 INV TRAINING OUTCOME and # 765 – DUP TRAINING OUTCOME has been updated to reflect the change in item #1 above.

3. Table B – High School Codes has been updated to add Milwaukee Transition Technology High School (3619-1461) to the Public School section.

4. Table G – Basic Education Test Tables has been updated for corrections to Table 103.

July 2012 Changes

(FY 2012-13)

Description of Change

1. Language in the *Birth Date* section of the S5 Basic Demographic Record has been revised to reflect the sole use of June 1 as the base for all age calculations.

2. Table F – Fire Service and HazMat Courses Eligible for Reimbursement has been updated to remove the ITCO course from list of courses eligible for 2% funding.

July 2012 Changes

(FY 2011-12)

Description of Change

1. The Valid Program Fee Code and Aid Code Combinations Table at the end of the S3 Course Record Section has been updated to remove footnote 'f' since it does not refer to the validity of an Aid Code/Program Fee Code combination.

2. Edit # 372 – INC REC CRED/HS CODE has been revised to allow an out-of-state *High School Attended* code to be reported with an articulated agreement *Recognized Credit Code*.

3. Edit # 535 – INV CREDITS was revised adding clarifying text that zero credits is a valid value for Aid Code 7X courses. Note: This is not a change to the edit, but rather text added to clarify what the edit does.

4. Table E – Fire Department ID Numbers has been revised to add Stockton Fire Department.

Table F – Fire Service and HazMat Courses Eligible to be Reported for Reimbursement has been revised to include approved course numbers for MilATC

May 2012 Changes

(FY 2012-13)

Description of Change

1. The "Overview" section of the Introduction section has been updated to clarify that the System Office Grant Number is reported on the S4 Grant Activity Record.

2. The "Record Definitions" section of the Introduction section has been updated to include the S5 Client Basic Demographic Record as one of the required records to be reported.

3. The "Reporting Deadlines" section of the Submission of Records section has been update to reflect a change in the October and March Veterans S8 reporting from the 10th of the month to the 15th.

4. The "Other General Submission Information" section of the Introduction section has been updated to include all the records that are required to be reported.

5. The Client Demographic Record Reporting Matrix (S1) has been updated to include the *Highest Credential Received at Enrollment* data element.

6. The Grant Activity Record Matrix (S2) has been updated to only require *Type of Facility, Beginning Hours of Service, Intermediate Hours of Service,* and *Advanced Hours of Service* to be reported with basic education grants.

7. The Basic Education Testing Levels Record Matrix (S7) has been revised to correct the title of the *Completed ELL Instructional Level* data element.

8. The *Highest Grade Completed at Enrollment* data element on the S1 Client Demographic Record has been updated for NRS requirements. Some data related to credentials received (GED, HSED) has been moved to the new *Highest Credential Received at Enrollment* data element.

9. The *Highest Credential Received at Enrollment* data element has been added to the S1 Client Demographic Record.

10. The *Year of High School Graduation* data element language has been updated to note that all clients being reported as receiving a GED/HSED must be reported with the actual year it was issued or *Year of High School Graduation* of 'XXXX" – Unknown if the date received is not known. The text has also been updated to note that beginning with FY 2012-13, districts have the option of reporting 'XXXX' – Unknown instead of 'HHHH' – Anticipated Year of Graduation or 'DDDD' – Dropout in this field.

11. A note has been added to *Section Number* data element section of the S3 Course Record section to notify districts that the 3 character *Section Number* can only reported in Positions 32-34 until January 2013. Beginning in January 2013, all *Section Numbers* will be reported in the 5 character field.

12. The description of *Program Fee Code* OE – Remission-Veteran has been revised to clarify that code OE will not be converted to OA upon submission, but will be combined for reports.

13. The description of *Program Fee Code* 5E – Post 911 GI Bill Veteran has had language added to clarify that 5E will only be combined with 5A when generating reports.

14. The *Social Security Number* has been eliminated from the S8 Client Post 911Veterans Benefits Record. Note: for FY 2012-13 this field will be ignored if reported.

15. The Student Fees section has been updated to reflect the changes in fees for FY 2012-13.

16. The Client Reporting Edit Error Messages section has been updated to reflect data element and reporting changes. The edits affected are:

    a. 055 – INV HIGHEST GRADE COMP – Updated to reflect the code changes.

    b. 056 – INV HIGHEST CREDENTIAL RECEIVED – Created for new *Highest Credential Received at Enrollment* data element.

    c. 097 – INV GRAD YEAR – Updated to establish parameters for allowed values. Note: Beginning with FY 2012-13, districts may report 'XXXX' in this field where they currently report 'HHHH' or 'DDDD'.

d. 318 – WARN – INC BIRTH YR/H.S. GRAD – Updated to describe parameters in more detail and to add GED/HSED form the *Highest Credential Received at Enrollment* data element.

e. 319 – WARN – PROBABLE MISSING GRAD – Updated to include the new code of 9999-9994 Foreign School and the change of GED/HSED from *Highest Grade Completed at Enrollment* to *Highest Credential Received at Enrollment.*

f. 371 – INC PGM FEE/HS CODE – Updated to include 9999-9994 in the range of invalid codes.

g. 372 – INC REC CRED/HS CODE - Updated to include 9999-9994 in the range of invalid codes.

h. 373 – WARN - INC PGM FEE/HS CODE - Updated to add code 96 – Above 12th Grade as one of the codes that generates this warning.

i. 374 – WARN - INC REC CRED/HS CODE and 376 – INC PGM FEE/HI GRADE - Updated for the changes in the *Highest Grade Completed at Enrollment* code.

j. 376 – INC PGM FEE/HI GRADE – Updated to generate an error if the *Highest Grade Completed at Enrollment* is >11.

k. 377 – INC PGM FEE/HS GRAD – Updated to remove *High School Attended* codes 9999-9995 (HSED) and 9999-9997 (GED) from the edit. It has also been revised to allow a *Year of High School Graduation* of XXXX.

l. 378 – INC REC CRED/HS GRAD - Updated to remove *High School Attended* codes 9999-9995 (HSED) and 9999-9997 (GED) and *Highest Grade* Completed of 95 (HSED – In Progress) and 97 (GED In Progress) from the edit. It has also been revised to allow a *Year of High School Graduation* of XXXX.

m. 379 – INC REC CRED/HI GRADE – Updated to require that *Highest Grade Completed at* Enrollment be between 08 and 11.

n. 380 - INC HI CREDENTIAL/HI GRADE – Created to verify the relationship between *Highest Credential Received at Enrollment* and *Highest Grade Completed at Enrollment*.

o. 442 – INV GRAD YEAR/HI GRADE – Updated for the changes in *Highest Grade Completed at Enrollment* and *High School Attended.*

p. 446 – INC TRAIN OUTCOME/HI CREDENTIAL – Updated to reflect the changes in *Highest Grade Completed at Enrollment, High School Attended, and Year of High School Graduation* and the addition of *Highest Credential Received at Enrollment.*

q. 626 – INC HS/GRAD YEAR/FEE CODE – Updated for changes in *High School Attended* and the addition of *Highest Credential Received at Enrollment.* Tis edit has also been updated to reflect the modifications to the *Year of High School Graduation* changes noted in Item # 10 above.

r. 648 – INC AGE/REC CRED/GRAD YEAR – Updated to correct an error in the text.'0000' has been changed to 'DDDD'.

s. 904 – S8 RECORD MISSING SSN – Eliminated. No longer needed due to SSN being reported on the S5 record.

t. 910 – INC SSN ON S5/S8 - Eliminated. No longer needed due to SSN being reported on the S5 record.

17. Table B – High School Codes Table has been revised to add 9999-9994 (Foreign School) and to remove 9999-9995 (HSED) and 9999-9997 (GED). HSED/GED are now reported through the *Highest Credential Received at Enrollment* data element.

May 2012 Changes

(FY 2011-12)

Description of Change

1. The *Services Provided Through Grant Activity Code* section of S4 Grant Activity Record section has been updated to remove 11217X as one of the *Appropriation Numbers* or *Fiscal Grant* Numbers that is required to be reported for this data element. This is a correction solely for the purpose of making this text consistent with the language in other sections of the manual.

2. A reference to the S4 Record in the *Course Offering Number* data element of the S3 Course Record section has been corrected to reference the S3 record.

3. Text has been added to the *Birth Date* section of the S5 Client Basic Demographic Record to note that June 1 is the date used for computing age for federal reporting purposes.

4. Edit # 097 – INV GRAD YEAR has been modified to not allow a *Year of High School Graduation* beyond 2020.

5. Edit # 245 – INV STUDENT GOAL and Edit # 252 - MISSING STUDENT GOAL have been updated to remove 11217X grants and to note that goals are only required for client receiving basic education grant services.

6. Edit # 435 INC FACILITY/INCARCERATED has been revised to remove *Type of Facility* of '17' – Halfway House from the requirement to be reported with the *Incarcerated* data element. Text is added to clarify that this edit is bypassed if the *Appropriation Number, Fiscal Grant Number* is not 14611X or 14911X.

7. AEFL Basic Education Test Level Table has been reposted for a correction to Table 106.

8. Table H – Grant Programs Eligible for Course Fee Exemptions has been revised to include Wisconsin Workforce Partnership Grants in the exempt programs.

March 2012 Changes

Description of Change

1. The Valid Program Fee Code and Aid Code Combinations Table in the S3 Course Record section has been updated for the following:

    a. Add *Program Fee Code* OE and 5E to the valid code table.

    b. Remove Aid Codes 42, 47, 7X and 60 from the valid combinations for *Program Fee Code* OA-OE since they are no eligible for remission under the Wisconsin GI Bill.

2. Edit # 434 – BSE COURSE/FACILITY BLANK has been eliminated since only clients being served in BSE grants are required to be reported with a *Type of Facility.* BSE course enrollees may or may not be receiving services through a BSE grant. This check is already done in Edit # 433.

3. Edits # 451 – BASIC COURSE/HOURS MISSING and # 452 – INC HRS SERVICE/HRS ATTEND have been modified to only apply if the client is being served in a BSE grant. Please note that hours of service may still be reported, but are optional if not being served in a BSE grant (Appropriation 146, 149, 11212X or 11216X).

February 2012 Changes

Description of Change

1. The Submission of Records section has been updated to include the July 15 deadline for Farm Training, Drivers Ed/Local Assistance, Fire Service 2%, and HazMat reporting student course data for payment purposes.

2. The Data Element Reporting Matrix for the S2 Grant Demographic Record has been updated to clarify that *Basic Education Goals at Entry* (Position 77-86) only need to be reported if there are services provided associated with Basic Education grants.

3. The Poverty Guidelines for the *Economically Disadvantaged* data element on the S1 Student Demographic Record have been updated.

4. Language has been added to the Basic Education Grant section of the S2 Grant Demographic Record to clarify that only clients participating in basic education grant activities need to have the grant activity data reported.

5. The *Course Offering Number* section of the S3 Course Record has been modified to eliminate the text describing how courses are assigned to programs since that method is no longer used.

6. The Appropriation Table at the end of the S4 Grant Activity Record section has been updated.

7. The description and position numbers of Edit # 009 – CLIENT FIRST NAME MISSING have been corrected. They erroneously referenced the *Client Last Name* data element.

8. Edit # 245 – INV STUDENT GOAL has been updated to clarify that only those receiving services through a basic education grant are required to have goals reported.

9. The description of Edit # 360 - WARN-INC PGM/INST CRED ACCEPTED has been updated to further explain the rationale for this being a warning rather than an error.

10. Edit #435 – INC FACILITY/INCARCERATED has been updated to clarify that it only applies to specific grants.

11. Edit # 436 – INC GRANT/INCARCERATED has been modified to restore the appropriation numbers that had been erroneously changed in the January 2012 update.

12. Table A – Home Residence Codes Table has been updated for name corrections, number changes and additions. They are:

    a. The Town of Hickory Green in Grant County has been changed to the correct name of Hickory Grove.

    b. The number for the Village of Kronnenwetter in Marathon County has been corrected from 37050 to 37145.

    c. The Town of Weston (37082) has been added to Marathon County.

    d. The Town of Presque Island in Vilas County has been corrected to Presque Isle.

13. Table B - High School Codes Table has been updated to add 3 Sheboygan high schools.

14. Table C – Location Codes Table has been updated to recognize that Location Code 99 is reserved for reporting with Location of Learning Codes only and is not available for use as a district designated Location Code.

15. Table D – Postsecondary Institutions Codes Table has been updated to change the names of Cardinal Stritch, Carroll, and Marian of Fond du Lac from "College" to "University.

16. Table E – Fire Department ID Code Table has been updated to split Big Bend and Vernon Fire Departments.

January 2012 Changes

Description of Change

1. Table of Contents has been updated to reflect changes.

2. The hyperlink in *High School Attended* data element of the S1 Client Demographic Record section to the High School Codes on the DPI website has been corrected. It had been pointing to enrollment data.

3. Two new codes (16 – Detention Center, 17 – Halfway House) have been added to the *Type of Facility* data element on the S2 Grant Demographic Record.

4. The *Fire Department ID* data element description in the S3 Course Record section has been updated to include HazMat reporting.

5. The Student Fees section has been revised to remove the list of Grant Programs Eligible for Course Fee Exemptions and put them in a separate table (Table H) at the end of the manual.

6. The following edits have been created to replace the NotEdit.xls spreadsheet. Please note that, to avoid duplicate programming, these edit errors will still appear in the NotEdited spreadsheet for FY 11-12 with the edit number referenced in the spreadsheet. The edits will be added to the new system for FY 12-13.

   a. 002 – Invalid SSN

   b. 003 – Invalid District ID

   c. 004 – District ID Matches SSN

   d. 005 – Missing S1/S2/S5 Record

   e. 006 – Missing S3/S4 Record

   f. 071 – Duplicate S1/S2/or S5 Record

   g. 072 – Duplicate S3 Record

   h. 073 – Duplicate S4 Record

   i. 074 – Duplicate S7 Record

   j. 079 – Duplicate S8 Record

   k. 081 – Duplicate S9 Record

7. Edit # 173 – Inc Test Topic/Test Name has been updated to reflect what is in the editor; which allows *Test Topic* 11 and 12 to be reported with *Test Name* 030-037.

8. Edit # 176 – Incompatible Test Topic has been changed from an Error to an Alert to allow them to be reported if the tests were actually administered as reported even though they are incompatible for NRS purposes.

9. Edit #188 and 433-436 related to *Incarcerated, Type of Facility,* and *Grant Number* have been updated to reflect the type of facility and grant numbers that can be reported with incarcerated students.

10. Edit # 622 & # 624 – Inc Age/Pgm Fee Code has been revised to require a birthdate.

11. Edits 637 (Inc Fee/DH Grant), 638 (Inc Fee/AEFL Grant), 639 (Inc Fee/Perkins Grant) have been revised to be bypassed when the course enrollment date is May or June at the beginning of the fiscal year being reported since grants typically run from July 1-June 30, meaning that students enrolled in courses could be funded by prior year grants and, therefore, not have a current year Grant Activity Record.

12. Edit # 644 was updated to clarify that the *Birth Date* should only be updated is it is in error and that the age "should" compute to <21 instead of "must" compute to <21.

13. Edit # 875 (Warn-No Outcomes Reported) has been revised to bypass all grants that do not require outcomes to be reported. Only grants with Appropriations of 112-12X, 112-16X, 146, and 149 will be included in this edit.

14. Edit # 935 – Invalid Certificate Number has been eliminated since it duplicates Edit # 625.

15. Edit # 938 has been changed from Invalid Grad from Shared Pgm to Incompatible Grad/Type of Program since the edit is checking for compatibility of data elements rather than valid values.

16. The "Valid Combinations for Aid Codes and Recognized Credit Codes Used in Edit 661" table on page 242 has been updated to eliminate 9A as a valid combination, which is consistent with current reporting requirements and the "Valid Combinations for First and Second Digits Recognized Credit Codes Data Element" table on the previous page.

17. The Program Fee Code/Recognized Credit Code tables used in Edit #663 and #669 have been added on the pages after the "Valid Combinations for Aid Codes and Recognized Credit Codes Used in Edit 661" table.

18. Village of Bloomfield (64115) has been added to the Home Residence Code table.

19. The Fire Service Course Table has been retitled and updated to include two new courses that will be allowed for 2% reporting and for allowable HazMat courses. The changes are in red.

20. Table H – Grant Programs Eligible for Course Fee Exemption has been added (see Change Item #5 above) and CDFA # 17.282 has been added to the grants exempt from course fees.

September 2011 Changes

Description of Change

1. Fiscal Year in the Header has been changed to 2011-12.

2. Table of Contents has been updated to reflect changes.

3. Various Sections – footers have been updated to include the name of the record instead of just the record number.

4. Page 3 – Veterans data reporting dates have been updated. Text has been added to note that programs have been moved from the S1 to S9 record.

5. Page 8 (Page 7 in Final Version) – A description and definition of error messages has been updated and a new error category (Alert) has been added.

6. Page 9 – The "Error Record Files Returned to Districts" section has been removed since it is no longer relevant.

7. Page 12 (Page 10 in Final Version) – The "Submission of Records" section has been completely rewritten to include both a description of the reporting cycle and a timeline of key reporting dates.

8. Pages 15-21 (Pages 13-19 in Final Version) – Data Element Matrix have been updated as needed.

9. Page 34 – (Page 32 in Final version) - All program data element information has been moved to the S9 record section.

10. Page 38 (Page 33 in the Final Version) – "Collection of and Access to Information on Persons with Disabilities has been added back to the manual.

11. Page 53 (page 49 in Final version) – A note has been added to the *Program Fee Code* description to note that if a student is exempt from program fees, but not material fees, this code will be used to identify who is responsible for paying the material fees.

12. Page 55 (Page 51 in the Final Version) – Text was added to PFC 12 to clarify that courses offered under aid code 73 through 78 must also be supported by Adult Education Act funds on a class-size basis to report PFC 12.

13. Page 78 (Page 74 in Final version) – *Fire Department ID* has been removed from the S4 record due to lack of use. It is now only reportable on the S3 record.

14. Page 92 (Page 88 in Final version) – Text has been added to *Ethnic Code/Race* to clarify how clients will be classified for ethnic/race reporting purposes.

15. Page 99 (Page 95 in the Final version) - The hours of instruction range under *Test Date* has been updated from 50-75 to 60-75 to reflect current standards.

16. Page 101 (Page 97 in Final version) – Text has been added to *Test Name* to clarify that the test forms need not alternate if the test is administered six months after the previous test.

17. Page 105 (Page 101 in Final version) – Text has been to the S8 Record Overview regarding the statutory change that separated the WI GI Bill credit maximum from the Post 911 GI Bill credits. Text was also added noting the change in reporting dates.

18. Page 108 (Page 104 in Final version) – The S9 Record Overview has been corrected. It had been the Overview for the S1 Record.

19. Pages 116 - 150 (Pages 113 – 147 in Final version) – Student Fees section has been updated

throughout for FY2011-12 fee changes.

20. Pages 151 – 252 (Pages 147-235 in Final version) – A number of noteworthy changes have been made. <u>Please review this section carefully</u>. Highlights include:

    a. Numerous edits have been updated, changed in status (Error, Alert, and Warning), added, or eliminated due to statutory and/or policy changes as well as program related data elements being moved from one record to another.

    b. Error Message 001-Invalid Record has been added to replace the old NotEdit.xls spreadsheet and move them into the edit runs.

    c. All course approval related edits that were warnings until April have now been made errors to avoid major year-end course approval issues.

    d. The Pending Curriculum edit has been split into Pending Curriculum-In Compliance and Pending Curriculum-Out of Compliance to make it easier to identify what corrective action needs to take place.

    e. Program related edits have been moved to the 9XX range and renumbered.

21. Code tables have been updated as needed and renumbered as follows:

    a. Table A – Home Residence Codes

    b. Table B – High School Codes

    c. Table C – Location Codes

    d. Table D – Postsecondary Institutions Codes

    e. Table E – Fire Department ID Codes

    f. Table F – Fire Service Eligible PFC 09 Codes

    g. Table G – Basic Education Test Tables

May 2011 Changes

<u>Description of Change</u>

1. The introductory paragraph describing the purpose of the S9 record on page 109 that was supposed to be corrected in the April 2011 revision has been corrected. The text in the manual posted on the web was from the S1 record.

2. Code Table 13.8 – AEFL Basic Education Testing Level Tables has been updated to correct scale score ranges on pages 13.8.4 and 13.8.5 for TABE CLAS-E.

April 2011 Changes

Description of Change

1. Text has been added to pages 8 and 9, Item #5 clarifying what data must be submitted for veterans to HEAB for reimbursement purposes and when it is due.

2. The Data Element Reporting Matrix, Demographic Data Collection Guidelines for ACE Students, Relationship to Other Systems, and Examples of Services to be Reported on the Grant Activity Records that were inadvertently omitted from the update combining the Client Guide and ISM have been added on pages 11-21.

3. The HHS Poverty Guidelines Table on page 27 has been updated to reflect current thresholds as of January 20, 2011.

4. Text under *Program Fee Code* 07 on page 48 was revised to clarify that Previously Incarcerated Juveniles are only exempt from program fees and not exempt from material fees.

5. The *Social Security Number* description on pages 89 and 90 has been revised to incorporate the language from former Administrative Bulletin AB 07-05 entitled "Use of Social Security Numbers as Client Identification Numbers".

6. Text has been added to *Test Topic* 11 and 12 on page 93 to clarify which *Test Name* each code can be used with.

7. Text has been added to the *Advanced an EFL Level* on page 96 to define "enrolled at a higher level."

8. The introductory paragraph describing the purpose of the S9 record on page 109 has been corrected. The text in the manual posted on the web was from the S1 record.

9. Code Table 13.2 – Home Residence Codes has been updated. The City of Kaukauna (08231) has been added to Calumet County.

10. Code Table 13.3 – High School Codes, has been updated for the following:

    a. George D. Warriner High School has been added to the Public School codes.

    b. Grantsburg Virtual School's name has been changed to Grantsburg Insight School of Wisconsin. Both are included under code 2233 0430 in the Public School codes since students could have attended prior to the name change.

    c. Milwaukee: Aurora Weier High School has been added to the Public School codes.

    d. ASSATA in Milwaukee has been removed from the Private School codes since it is a public school.

e. Aurora Weier in Milwaukee has been removed from the Private School codes since it is a public school.

11. Code Table 13.4 – Location Codes, was updated to include:
    Location Code 90 – Out of District for MPTC
    Location Code 99 – Virtual (Online) for WITC

12. Rice Lake Township Fire Department has been added to Code Table 13.6 – Fire Department ID Numbers.

February 2011 Changes

Description of Change

1. The data element *Completed ELL* has been renamed to clarify it. It is now called *Completed ELL Instructional Area.*

January 2011 Changes

Description of Change

1. Message 172 has been eliminated. All districts can now use TABE-CLAS-E testing.

November 2010 Changes

Description of Change

2. Message 628 has been updated to clarify the edits involving 8x *Program Fee Codes*.

October 2010 Changes

Description of Change

1. Message 907 concerning the S8 Post 911 Veterans has been modified to clarify the checking of *Program Fee Codes*. New messages 908-909 have been added as new edits for the S8 record that also check *Program Fee Codes*. New message 910 requires that the S8 record have a valid *Social Security Number* that matches the one on the S5 record.

September 2010 Changes

Description of Change

2. The new S9 Program/Certificate record has been created. There can be multiple S9 records reported for each student. For FY 2010-11 only Pathway Certificates and Embedded Technical Diplomas can be reported on this record. For FY 2011-12 reporting of all program enrollments will be moved to the S9 record from the S1. Error messages 924 thru 928 have been added to handle S9 record edits. These new messages may change and all

other messages dealing with program numbers will be affected in FY 2011-12.

Note that the data elements *Program Number, Program Graduate*, and *Technical Skill Attainment Assessment* on the new S9 record have different names than the corresponding old data elements on the S1 record because there is only one occurrence of each one.

3. The *Test Topics* codes for the S7 Client Basic Education Testing record have been changed to the following:

    Test Topics for TABE tests
    03   =   Reading
    04   =   Language
    06   =   Math Composite

    Test Topics for BEST Literacy, BEST Plus & TABE CLAS-E
    11   =   Speaking, Listening (combined score)
    12   =   Reading, Writing (combined score)

    Test Topics for TABE CLAS-E
    13   =   Speaking
    14   =   Listening
    15   =   Reading
    16   =   Writing

4. A new data element (*Advanced an EFL Level*) with Y or N values has been added to the S7 record. Error Message 189 checks this data element, which can't be blank. This is needed for federal reporting. See the User's guide for determining how to code this element.

5. The data element *Completed ABE/ELL* has been renamed to *Completed ELL*. The renamed data element can only be used on records with an *ELL NRS Level* of 6. ABE completion will now be assumed if the student has a record with a 12.9 *ABE Grade Level*. Error messages 170 and 171 are affected by this change.

6. Error messages 088, 089, 091 and 092 have been added to cover edits for the *Technical Skill Attainment-First Occupational Program* and *Technical Skill Attainment-Second Occupational Program* on the S1 record. These messages will be changed in FY 2011-12.

7. Error message 634 description has been clarified.

8. Warning message 930 has been added to indicate student will be considered LEP for reporting purposes.

August 2010 Changes

Description of Change

1. Warning message 638 has been modified to include grants with 112 appropriation as well as 146.

2. The 2010-11 version of the client reporting ISM was created. All changes made in the prior fiscal year are no longer flagged. New changes will be reflected in markup notation as they are made.

3. The use of Social Security Number as the primary file key has been eliminated. District Student ID is now used instead. Social Security Number is now entered only on the S5 record.

4. The Ethnic Category has been eliminated from the S5 record as a single data element. The use of previously optional fields for collecting multi-ethnic codes is now required.

July 2010 Changes

Description of Change

1. The table VALID PROGRAM FEE CODE AND AID CODE COMBINATIONS USED IN EDIT 640 has been updated to reflect the inclusion of 7x *Aid Codes* as valid for most of the *Program Fee Codes* whose value is greater than 52.

April 2010 Changes

Description of Change

1. Message 537 has been changed from a warning to an error. This error flags course records for system-wide courses that have different credit values than the approved value. As always, errors must be resolved or supplied an accepted explanation before the client reporting file can be closed.

2. Additional clarification has been added to error message 634 concerning the definition of Program Fee Codes to explain their use and indicate which codes are compatible/incompatible with each other.

March 2010 Changes

Description of Change

1. New error messages 901 – 907 have been added for the new S8 Post- 911 record.

2. The optional *District Client Data* (12 bytes – positions 89 - 100) data element has been added to the end of the S7 Client Basic Education Testing Levels Record at district request. This field is not used or edited by the System Office, but will be recorded on the Client Reporting error record output and be available for downloading in the errors file. Districts will use this field to record testing location and/or instructor information to facilitate error resolution. It will not be captured in the Client Reporting master file.

February 2010 Changes

Description of Change

1. Edit 685 has been modified to compute the total eligible number of credits for a student in a basic skills course in a given semester. The error will occur if a student exceeds this total. This change will minimize the potential for over reporting of basic education credits.

2. The new Post 911 Veterans Benefits Record (S8) has been created to collect the amounts of federal Post 911 GI Bill benefits received by districts and the compensation payments made by districts to students whose benefits decreased as a result of converting to the Post 911 GI Bill program. There are a maximum of three S8 records per student per fiscal year. There are notes on anticipated edits at the bottom of the record layout. These edits will be finalized shortly.

January 2010 Changes

Description of Change

1. The information on *Scale Score* on the S7 record has been clarified to indicate it must be left blank if the Test Name is *Instructor Judgment*.

2. Warning message 013 has been added to indicate missing *Birth Date* may disqualify client for federal reporting.

3. Message 162 has been corrected to indicate the window of dates for a pre-test is 18 months (not 26 months).

November 2009 Changes

Description of Change

4. The time frame for allowable *Test Dates* on the new S7 record has been changed to more closely follow best testing practices. The date window for the first test date for a given test topic has been reduced.

5. Two new error messages 190 and 191 have been added to check for problems with the earliest test record date for a given *Test Topic* for a given client. There can not be multiple test dates before the start of the fiscal year and any test date before the start of the fiscal year must be after January 1 of the previous year.

6. The description of the *Scale Score* and error messages 174 and 175 have been modified to indicate that when the *Test Name* is Instructor Judgment (900), the *Scale Score* should be blank or zero.

September-October 2009 Changes

Description of Change

1. The new error message 161 has been deleted. This message pertained to the new S7

record. It prevented the use of summary and battery *Test Names* for the same *Test Topic* for the same person. It was determined that it is OK to use both summary and battery tests in the same testing series, so the edit was eliminated.

2. Districts have the option of submitting either Social Security Number or the District Student ID in position 9-17 on all Sx records in each student's record set. If the District Student ID is submitted in 9 – 17, then the *Social Security Number* must be submitted in positions 92 – 100 of the S5 record. **All districts must migrate to using District Student ID in position 9-17 by FY 2010-11.**

3. The edit 717 MULTIPLE WAT GRANTS FOUND was removed from the ISM.   Multiple WAT grants are acceptable.

4. Edits 671 – 673 concerning the new Fire Service 2% reimbursement records were warnings but are now errors because the new reimbursement procedures are fully implemented.

5. For the Fire Service 2% reimbursement records were submitted under Program Fee Code 66 in FY 2008-09. Due to funding reimbursement processing changes, the program fee code for Fire Service has been changed to code 09 effective FY 2009-10. Program Fee Code 66 is eliminated and 09 is added. Error messages 671 and 672 were also affected.

6. Edit 667 was clarified to provide a location for the values for *Institution Transferring Credit* codes.

7. The section in the introduction that describes the **Important Reminders for District Reimbursements Based on Client Reporting Records** has been updated with more complete information.

8. As part of the redesign of the S7 record, old client messages 165 thru 173, 330, 432, 460 – 494, and 778 have been replaced with new messages 161 – 183. All information about the new S7 record has been updated in the Client ISM and the new FY 2009-10 is open for processing.

9. The S6 record intended to correct past year's files has been removed since it has not been used.

10. Client message 636 is being changed from a warning to an error. It will also be changed to check *Program Fee Code* (PFC) against *District of Residence* (it previously checked PFC against *Home Residence Code*).

11. The data element *Participant in Nontraditional Training and Employment Activity* – Position 28 on S2 record has been deleted.   NTO activity is now identified with a specific grant. This change also led to the removal of error messages 122, 333 and 448.

12. For the data element *Service Provided Through Grant Activity Codes,* the title of code 15 has been changed from **Supportive Services** to **Disability Focused Supportive Services** to clarify the code function. The collection and reporting of this code has not changed.

13. References to ESL (English Second Language) has been changed to ELL (English Language Learner) throughout the document. This is a terminology change from Perkins.

14. The tables that control numeric conversion and editing validation for Client Reporting Course Grade (positions 57 – 58 on the S3 record) have been updated to reflect the needs for Perkins reporting. This change should be transparent for district Client reporting data submissions, but may affect results in the QRP system.

July 2009 Changes

Description of Change

1. The definition of the Highest Grade Completed has been clarified for the special cases of GED and HSED.

2. New one character Data Elements *Technical Skill Attainment-First Occupational Program* and *Technical Skill Attainment-Second Occupational Program* have been added to the S1 Client Demographic record in positions 78 and 79. The coding structure for both is as follows:
   1 = Passed assessment
   2 = Did not pass assessment
   9 = Not assessed

   Note that districts will not be required to report specific codes in these 2 new fields unless the WTCS office has identified on the Program Master File an assessment basis that the districts are able to collect and report.

June 2009 Changes

Description of Change

1. Error messages 77 and 85 are bypassed for any associate degree (Aid Code 10) programs that were suspended prior to 06/30/2008. This is because that was the year the applied associate degree restructuring was implemented and suspended programs were not required to restructure.

May 2009 Changes

Description of Change

1. The entire layout of the S7 (Grants Testing Record) has been changed to reflect the new AEFL audit requirements. Under the old S7 record layout, there was one S7 record per student. There will now be multiple S7 records per student – one for each assessment test the student takes.

   The new S7 record also has several new data elements (including *Test Date*, *Test Topic*, *Scale Score, ABE Grade Level, ELL NRS Level, Completed ABE/ELL* and *Test Name*) and

eliminates all the old testing level data elements. The data element dictionary is also being updated.   The error messages associated with these client changes are currently under construction and will be published as soon as they are completed.

2. Changes have been made to allow courses to start in May for the summer semester. Error messages 505 and 585 have been updated to reflect this change.

3. All record layouts have been updated to indicate we are migrating to the use of the *District Student ID* instead of *Social Security Number* as the file key for data submission processing. This may take a couple years. As part of the work on this transition to using District Student ID instead of Social Security Number as part of our file key, the Social Security Number field has also been added to the end of the S5 record in positions 92 – 100.

Districts have the option of submitting either Social Security Number or the District Student ID in position 9-17 on all Sx records in each student's record set. If the District Student ID is submitted in 9 – 17, then the *Social Security Number* must be submitted in positions 92 – 100 of the S5 record. All districts must migrate to using District Student ID in position 9-17 by FY 2010-11.

March 2009 Changes

Description of Change

4. Error messages 340 and 362 have been clarified to flag programs that can not have graduates as part of the compatibility edit between program number and graduate code. Currently programs 10-800-x and 50-499-9 can not have graduates.

February 2009 Changes

Description of Change

5. Error message 512 wording has been modified to include any invalid *Course Number*. This message also includes any course that should not be reported in the client system.

6. Error message 438 has been eliminated. This message required that Perkin's Grant participants be classified as one of the special populations.   Under the new Perkin's IV changes, this edit is obsolete.

September 2008 Changes

Description of Change

7. Error message 628 has been modified to exclude the Tuition Remission codes (0A, 0B, 0C, 0D and)E) in addition to 33,34,73 and 74.

8. The Client ISM for FY 2008-09 was created.   The error message section was combined with the main Client Reporting ISM to create one document.   When the Client ISM was originally created, the size of the document created a technical problem which is no longer

an issue.

December 2007 Changes

Description of Change

1. The reporting of *Ethnic Code* and multiple race/ethnic codes on the S5 record was clarified. Use of the multiple coding fields (positions 84-89) will be required starting in FY 2009-10 due to federal requirements.

2. A second location for the *Fire Department ID* was added to positions 29 – 33 on the S4 record. The *Fire Department ID* normally appears on the S3 record in positions 52-56. This alternate S4 location for the *Fire Department ID* was created at district request due to coding problems some districts have adding *Fire Department ID* data to the S3 record. Districts should consistently code the *Fire Department ID* on either the S3 or S4 record, but not both. If this *Fire Department ID* on the S4 is used, the State Office Grant Number should be coded 99999999y where y = the appropriate numeric year (i.e. 8 = 2008). Also in this special S4 situation, the entire rest of this S4 record starting with position 34 should be blank.

3. *Program Fee Code* 66 (Fire Service 2% Fee) was added for use with the new *Fire Department Code* data element and the automating of the fire training cost reimbursement process.

4. Messages 671, 672 and 673 have been added to verify correct usage of *Program Fee Code* 66 with the *Fire Department Code* and the list of fire training *Course Numbers.* These messages are all warnings for FY 2007-08, but will become hard errors in FY 2008-09. Reporting the fire service fee reimbursement data is optional in FY 2007-08 which is considered a pilot year. Data collected in 2007-08 will be used to test the new fire service training data collection and for data comparisons with the manual reimbursement process. Reporting the fire service fee reimbursement data is required in FY 2008-09. Starting in this year the fire service 2% reimbursement payments will be based on client data.

5. *A Program Fee Code* correction was made to error message 632.

November 2007 Changes

Description of Change

1. Error messages 77 and 85 require a curriculum be on file for a program. These edits will be bypassed for FY 07-08 suspended programs. The implementation of the AAS restructuring meant that these suspended curriculum did not roll over and resubmitting them under the new AAS structure is not practical.

October 2007 Changes

Description of Change

1. The Fire Department ID has been added to positions 52-56 of the Client Course (S3) record. This field can only be entered on courses that are fire training courses. If the enrollment is not eligible for fire training reimbursement, leave this field blank. Use of this data element is optional for FY 2007-08 and required in FY 2008-09.

2. The table of PROGRAM FEE CODES AND THEIR VALID RECOGNIZED CREDIT CODES - USED IN EDIT 663 AND 669 has been modified to include 0E and a 9H for WIA (PFC 13).

3. For error messages 76 and 84 (graduated more than once from the same program), criminal justice program number 30-504-1 is bypassed.

September 2007 Changes

Description of Change

1. Warnings 566 and 568 concerning *Course Grade* have been changed to errors.

2. Edits 77 and 85 (no curriculum on file for program) are bypassed for program numbers 10-800-1, 20-800-1 and 20-800-2. 10-800-1 is a new program number called Collaborative Transfer Program. All courses on the system wide General Education course list are considered to comprise the curriculum for 10-800-1. The curriculum for Collegiate Transfer Programs 20-800-1 and 20-800-2 are considered to be all aid code 20 courses offered by the approved districts.

3. The explanation of error 632 was modified to reflect the fact that the 0A Program Fee Code is now 100% paid and can not be used with other fee codes. Program Fee code 0E is now available for use.

July 2007 Changes

Description of Change

1. The description of Collegiate Transfer was expanded to include both program numbers 20-800-1 and 20-800-2 (AAA and AAS). Note that CVTC will start offering 20-800-2 in FY 07-08, but will not be able to offer 20-800-1.

March 2007 Changes

Description of Change

1. The *WAT* Grant *Number* (Workforce Advancement Training) data element has been added to the Client Course Record (S3) in positions 90 – 100. The WAT Grant Number may be reported on the S3 record in lieu of districts creating a Grant Activity Record (S4). Error messages 592, 593, 594 and 717 have been added to check for problems in the WAT Grant Number.

2. The new data element *Course Grade* has been added to the Client Course Record (S3) in positions 57-58. Letter grades will be accepted including double letters (AB) and

plus/minus grades (A-). A reasonableness check grid comparing *Course Grade* with *Course Completion Status* is also available. *Course Grade* will only be required for courses with Aid Code 10, 20, 30, 31, 32 and 50. Submission of *Course Grade* optional for FY 06-07, but required for FY 07-08.

3. *Course Grade* error messages 566 and 568 and warnings 567 and 569 were added for the new data element. Errors 566 and 568 will be listed as warnings for the FY 06-07, but will be "hard errors" in all subsequent years. Warnings 567 and 569 are true warnings concerning invalid Course Grade in courses who's *Aid Codes* do not require grade submissions.

February 2007 Changes

Description of Change

4. The new data element *District-CBO Site* has been added to Client in positions 77-82 on the S4 record. This is an optional field added at district request and reserved for district use. Report the district site (e.g., CBO) where the grant activity took place. This field will not be edited by the System Office. December 2006 Changes

December 2006 Changes

Description of Change

1. A typo has been corrected in all the ESL test codes. All ESL code 4 definitions should have included the word "Low". See sample corrected line below.

> 4 = <u>Low</u> Intermediate ESL

October 2006 Changes

Description of Change

1. FY 2007 Client ISM created with merged changes from FY 2006.

2. MSEP (Midwest Student Exchange Program) changes were added including *Program Fee Code* 89 and new alphabetic state values for *District of Residence* of:

KS	Kansas
MI	Michigan
MO	Missouri
NE	Nebraska
ND	North Dakota

3. Edit 40 was modified to handle the new MSEP *District of Residence* values.

4. Edits 325 and 632 had minor modifications for MSEP.

5. The tables associated with messages 663 and 669 were updated to include *Program Fee Code* 89.

6. Edit number 537, concerning systemwide course credit compliance, was a hard error at the beginning of the year. It was changed to a warning because of exceptions.

7. Edits 658 and 659 were added for MSEP. 658 requires a student with a *Program Fee Code* of 89 on a course also be enrolled in an Aid Code 10 or 20 program. 659 requires that use of *Program Fee Code* 89 be accompanied by one of the alpha MSEP *District of Residence* codes.

July 2006 Changes

Description of Change

1. Edits 076 and 084 have been changed to bypass the edit for CNA programs 30-543-1 or 30-510-1. Edits 076 and 084 used to check for multiple program graduations only back 2 years. We are now checking back 14 years. These particular programs have special circumstances that make multiple graduations possible.

2. Edit 632 has been modified to include some exception processing involving *Program Fee Codes* 0A thru 0D.

3. The table of VALID PROGRAM FEE CODE AND AID CODE COMBINATIONS USED IN EDIT 640 has a footnote (g) that has been modified because of special conditions regarding material fees associated with *Program Fee Codes* 0A thru 0D.

March 2006 Changes

Description of Change

1. The old College Parallel/Liberal Arts Transfer terminology has been changed to Collegiate Transfer. This refers to both programs and courses with *Aid Code* 20.

February 2006 Changes

Description of Change

1. Message 245 was clarified to indicate it checks for valid values in all occurrences of the *Student Goal at Entry*. Also messages 245 and 252 were updated to indicate that *Student Goal at Entry* edits only apply to grant enrollees.

2. Edits 076 and 084 have been changed to bypass the edit for programs 20-800-1 30-531-2 and 30-531-3 as well as 30-531-1. Edits 076 and 084 used to check for multiple program graduations only back 2 years. We are now checking back 14 years. These particular programs have special circumstances that make multiple graduations possible.

3. Warning 103 has been added.
   WARN-OLD NURSING PGM CHGED
   The following WTCS nursing *Program Numbers* have been changed system-wide.
        105101 to 105431
        305101 to 305431

315101 to 315431

The decision has been reached at the System Office to retroactively change references in our Client Reporting System master files from the old nursing programs to their new numbers

We have had occurrences of districts submitting clients as graduates of both the old and the new *Program Numbers* (mostly the 30-level program), and of districts submitting both the old and the new *Program Numbers* on the same S1 record for FY 2005 and FY 2006. For this reason we have added edit number 103 as a warning to the 2006 client edits.

This warning will be flagged for all occurrences of any of the old 510 program numbers. The *Program Number* instructional area will be changed from 510 to 543 in each case. If you have coded both the old and the new program number, you will also see warning:

  355 WARN-DUP PROGRAM NUMBERS

flagged, since the change will cause a duplicate. The duplicate number will be removed.

THIS AFFECTS ONLY PROGRAM NUMBERS. NO CHANGES ARE MADE TO INSTRUCTIONAL AREAS ON COURSE RECORDS.

4. Warnings 104 and 105 have been added.
    WARN-OLD IT 1ST PGM CHNGED
    WARN-OLD IT 2ND PGM CHNGED

    The decision has been reached at the System Office to retroactively change references in our Client Reporting System master files from the old CIS *Program Numbers* to their new IT *Program Numbers.*

    These warning will be flagged for all uses of any of the old CIS *Program Numbers* and the old numbers will be changed to the new *Program Numbers*.

    This situation is very similar to the nursing program number changes in item 2 above except it involves a different set of changing program numbers for the Computer Information Systems programs. See the ISM Client error message text for 104 and 105 for more detailed information, including a list of the programs affected.

November 2005 Changes

Description of Change

1. All Stage 1 and Stage 2 edits have been combined so references to the stages have been eliminated in the error messages. Also, the references to locations of "ticky mark" notations within individual error messages have been eliminated since changes in the edit reports now allow all affected fields to be flagged with "ticky marks".

2. *Program Fee Codes* 63 and 65 for EMT-Basic and EMT-Refresher have been eliminated due to a change in the funding structure for Program Fees. Also *Program Fee Code* 51 has been eliminated because it is inactive.

3. Note that the codes for the data element *Services Provided Thru Grant Activity* have been changed. The new code structure will be optional for FY05-06 and required in FY06-07. The changes may be further reviewed before the end of this year. Below is the old list of valid *Services Provided Thru Grant Activity*. **Only those codes with an ** next to them will be retained with the indicated changes.**

> 02 = Assessment
> ****03 = ~~Direct Student Funding~~Financial Support/Advising**
> 04 = Counseling
> 06 = Tutorial
> ****07 = Job Seeking/Placement Assistance**
> ****08 = Pre-vocational/Pre-Technical Training**
> 09 = Grant Funded Occupational Training
> ****10 = Career and Educational Planning~~GuidanceAwareness/Advising~~**
> 11 = Financial Aids Advising
> 12 = Study/Learning Skills
> ****14 = Counseling/Case Management**
> ****15 = Supportive Services**
> ****16 = Academic Support**
> ****17 = Work Based Learning**
> ****18 = NTO Service**
> 19 = Pre-Tech
> 20 = Adult Basic Education
> 21 = Adult Secondary Education
> 22 = ESL
> 23 = Remedial
> 25 = Career Awareness/Exploration
> 26 = Developmental
> 27 = Family Literacy
> 29 = Workplace
> 31 = CASE Management
> 32 = Admissions Assistance
>
> ****40 = Adaptive Course Materials**
> ****41 = Adaptive Equipment/Instructional Aids**
> ****42 = Alternative Test Taking**
> ****43 = Interpreter Services**
> ****44 = Note Taking**
> ****45 = Transition Services**
> ****46 = Retention Services**
>
> Only those codes in **bold** will be used for FY 06-07. Optionally, districts may chose to use only the **bold** codes in FY 05-06.

4. If a student is enrolled in a level 30 program (Program *Aid Code* 30, 31, 32) and is taking courses with *Aid Codes* 10 or 20, these courses will only be applied to the program total credit count for reporting purposes if those courses are part of that program's curriculum. This is effective immediately.

5. *Program Number* 50-499-9 (Apprentice/Journey Worker Upgrade) was created to use for students enrolled in Aid Code 50 courses who have "graduated" from an apprenticeship program in a previous year or are in other special situations where an appropriate apprenticeship *Program Number* is not available. 50-499-9 is considered a "dummy" *Program Number* and will **never** have a curriculum or graduates.

6. The Employment Outcome Code data element on the S4 record is no longer required for grant enrollees except for GPR displaced homemakers. The Employment Outcome Code data element values have not changed. This is effective for FY05-06

7. The list of valid *Training Outcome Codes* has been changed because the System Office is not using the majority of the codes. Below is the old list of valid *Training Outcome Codes*. Note that up to 3 codes can be entered on a S4 record.

   The codes that are bold and ** are the only ones used by the system office for federal or state reporting purposes and only for basic education grants. The other codes are optional and may be reported for any grant activity. The other codes will not be used by the system office for federal or state reporting purposes. However, the information will be available for district use in the Excel based data inquiry tools provided by the system office. Use of the optional codes will also generate warnings when Client Reporting data submissions are made.

   This change is optional for FY05-06 and required in FY06-07.

   01 = Enrolled in occupational program/course
   02 = Enrolled in non-traditional occupational program/course
   03 = Enrolled in remedial services /course
   04 = Completed occupational program/course
   05 = Completed non-traditional occupational program/course
   06 = Completed remedial services course
   **07 = Obtained GED
   **08 = Obtained high school equivalency degree
   **09 = Obtained high school diploma
   10 = Completed ESL
   11 = Removed from public assistance
   **13 = Completed partial GED/HSED
   14 = Entered training program in other educational institution
   15 = Completed partial Adult high School
   16 = Completed basic education course
   17 = Enrolled in basic education course

   20 = Completed work related training
   22 = Completed Partial ESL
   24 = Enrolled in Liberal Arts Transfer program course
   25 = Stayed in High School
   26 = Increased contact with children's teachers to discuss children's education
   27 = Assisted children more frequently with their school work
   28 = Increased involvement in children's school (i.e., attending school activities and

parent meetings)
29 = Laid a foundation for language skills development in preschool children
30 = Achieved work based learner goal
31 = Completed a computer course
32 = Completed a civics course
33 = Enrolled in a continuing education course
**34 = Obtained U.S. citizenship
**35 = Registered to vote

8. Some of the *Student Goals at Entry* have been eliminated. Below is the old list of the *Student Goals at Entry*. **Only those codes with ** next to them will be retained.** As before, this data element is only required for ABE students. This change is optional for FY05-06 and required in FY06-07.

    **01 = Obtain Full or Part Time Paid Employment
    **02 = Upgrade Skills to Enable Retention of Current Job
    03 = Improve Current Job Pay Status or Responsibility Level
    **04 = Obtain a High School Diploma
    **05 = Obtain a GED or HSED
    **06 = Enter Postsecondary Education
    **07 = Improve Academic / Literacy Skills
    08 = Complete Postsecondary Course
    **09 = Obtain citizenship
    10 = Achieve Work-based Learner Goal
    11 = Involvement in Family Literacy
    12 = Complete Course in Career Education/Job Skills (1 credit or more)
    13 = Complete Course in Computer Basics (1 credit or more)
    14 = Complete ESL Civics Course

9. Changes have been made to the Type of Facility data element in the Grant Demographic (S2) record.   This includes the addition of 3 new codes.   The new list is below.   This is effective for FY05-06.
    01 = State/Local institutions for ~~the disabled~~Person with Disabilities
    02 = Elementary School
    03 = Junior/secondary School
    04 = College/~~junior~~ Technical College
    05 = Learning center
    06 = ~~Correctional institution~~State/Federal Prison
    07 = Hospital
    08 = Work site
    09 = Library
    10 = Home
    11 = Community-based organization
    12 = Homeless Shelter
    13 = Job Center
    14 = Faith Based Organization
    15 = County Jail
    99 = Other locations

10. A new series of Veteran's Program Fee Codes (0A, 0B, 0C and 0D) have been added. They are allowable with any aid code except 60. This is effective for FY05-06.

11. A new Workforce Advancement Training Program Fee Code 28 has been added. It is in the State Funded Class Size category. This is effective for FY05-06.

12. Minor changes have been made to the Aid Code/Program Fee Code Table to better reflect statute requirements and administrative rules.

13. All of the English as a Second Language (ESL) levels at entry data element code definitions have been changed to
        1 = Beginning ESL Literacy
        2 = Low Beginning ESL
        3 = High Beginning ESL
        4 = Intermediate ESL
        5 = High Intermediate ESL
        6 = Advanced ESL Literacy
        9 = Not applicable

All of the English as a Second Language (ESL) levels at exit data element code definitions have been changed to
        1 = Beginning ESL Literacy
        2 = Low Beginning ESL
        3 = High Beginning ESL
        4 = Intermediate ESL
        5 = High Intermediate ESL
        6 = Advanced ESL Literacy
        7 or C = Completed ESL Level 6
        9 = Not applicable

The old ESL entry and exit code definitions are below. See the Client User's Guide for more information about use of these code values.
        1 = Beginning ESL Literacy
        2 = Beginning ESL
        3 = Low Intermediate ESL
        4 = High Intermediate ESL
        5 = Low Advanced ESL
        6 = High Advanced ESL

14. Error messages 076 and 084 check for program enrollees who have already graduated from the same program in a previous year. Program numbers that generate these errors are removed from the Client demographic record stored on the SQL file for use by the workbook.
The Client editor previously looked back only one year for these program enrollees who were previous graduates, but now is checking back to 1994. There are a number of *Program Numbers* that are bypassed for this edit (all aid code 50 programs and the 30-531-1

EMT program) because multiple graduations from these programs are possible.

July 2005 Changes

Description of Change

1. On the S7 record the codes 2 = GED and 3 = HSED have been removed from all the levels at exit testing basis data elements.   This change should have been made at the beginning of the year and was overlooked.

2. Error message 444 was also eliminated because of the elimination of *Training Outcome Code* 21.

May 2005 Changes

Description of Change

1. The new code value 12 = Language barrier has been added on the S2 record to the *Employment Barrier Codes.*

2. The new code value 10 = Language barrier has been added on the S2 record to the *Enrollment Barrier Codes.*

3. Codes 34 = Obtained U.S Citizenship and 35 = Registered to Vote have been added on the S4 record to the *Training Outcome Codes*. These were the *Other Outcome Codes* from the Student Grant Demographic (S2) Record. This change is optional for FY 04-05 and required for FY 05-06

4. The *Other Outcome Codes* data element was eliminated from the S2 record. Error messages 235 and 240 were also eliminated. This change is optional for FY 04-05 and required for FY 05-06

5. The new data element *Grant Exit Date* have been added to the S4 record in Client Reporting. Format of this date is mm/dd/yyyy, including the slashes. This addition is optional for FY 04-05 and required for FY 05-06

March 2005 Changes

Description of Change

1. The date of the spring Client submission window has been moved from the month of February to March 15 thru April 15 for data current as of March 15.

   Districts are asked to submit FY 2005-2006 Client Reporting data for the Summer Session and for the Fall Semester enrollments on record as of October 15th, 2005. We are requesting that this data be submitted to the System Office by November 15, 2005.

2. The data element *Reason Client Left Before Completing Grant Activity Code* has been eliminated. This was a 2 character data element with 3 occurrences in positions 67-72. Data submitted in these positions will be ignored effective for FY 2004-05.

3. All of the ESL testing level at exit (but not entry) data elements have a new code: 7 = Completed ESL Level 6. This code means that all portions of the ESL education have been completed.

   To make it easier for instructors, a code of C (meaning "Completed ESL") will also be accepted in place of the code 7. Since C and 7 are equivalent, any code C will be changed to a 7 by the Client Editor, but will still show up as a C on error reports.

   Error/warning messages affected include: 186-189, 216-219, 432, 486-489, 491-494, 778, 865, and 889

   The data elements affected include:
   English as a Second Language (ESL) Speaking, Listening and Pronunciation Skill Level at Exit
   English as a Second Language (ESL) Reading and Vocabulary Skill Level at Exit
   English as a Second Language (ESL) Writing and Grammar Skill Level at Exit
   English as a Second Language (ESL) Career Skills Level at Exit

4. "Dummy" *State Office Grant Number*s will be accepted for special cases. Dummy *State Office Grant Numbers* that do not match a grant number currently in the State Office Grant Fund Allotment may be used if there is no other way to capture significant grant outcomes. Most of the time these will be outcomes (such as getting a GED) that were not identified until the fiscal year after the "real" grant had ended.

   Dummy grant numbers must always have an invalid *Appropriation Number* and be for the current fiscal year. Use dummy *State Office Grant Numbers* only if there is no other way to capture the outcome.

   A new warning 716 has been added to flag the use of dummy grant numbers. This change is effective for the FY 2004-05.

September 2004 Changes

Description of Change

1. The WTCS Office has added a fall data collection request for Client Reporting. Districts are asked to submit current year Client Reporting data for the Summer Session and for the Fall Semester enrollments on record as of October 15th. This enrollment cutoff date will also allow us to correspond it to IPEDS data that colleges are currently required to file with the federal government. This data should be submitted to the System Office by November 15. The February submission will be used more extensively.

August 2004 Changes

Description of Change

1. Warning messages 429, 430, and 431 have been removed:
   429 WARN-INC COURSE/MATH TEST
   430 WARN-INC COURSE/READ TEST
   431 WARN-INC COURSE/WRITE TEST
2. Description of Farm and Chauffeur Training record count selection was clarified. Counts are now being selected from the test server.

June 2004 Changes

Description of Change

1. The *Primary Student Goal at Entry* and the 4 *Secondary Student Goals at Entry* were merged into a single data element called *Student Goals at Entry* with 5 possible occurrences.

May 2004 Changes

Description of Change

1. The *Semester* Data element has been added. It is optional for FY 2004 and required in FY 2005.
   01 = Summer *Semester*
   02 = Fall *Semester*
   03 = Spring *Semester*
   Blank = will be computed from the *Course Enrollment Date*

April 2004 Changes

Description of Change

1. Fields on the S1 record that were optionally moved to the S5 record in 2002-03 are now required to be coded on the S5.

2. In positions 18-35 of the S1, districts may now code an optional *District Student Id* number.

3. The *Displaced Homemaker Status Code* on the S2 record has different code sets for different years.

4. The S0 (delete) record has been eliminated.

5. All testing status codes that were formerly on the S2 record are now only on the S7.

6. The new multiple ethnicity fields on the S5 can now be optionally used.

7. A 5-character *Course Section Number* can now (optionally) be used in positions 47-51 on the S3 record.

8. The table of VALID COMBINATIONS FOR AID CODES AND RECOGNIZED CREDIT CODES USED IN EDIT 661 on page 7.74 has some changes.