Client Reporting System Changes

September 2022

Description of Change

1. Updated all instances of “Incarcerated” to “Justice Involved” in the client manual Client Data System and reports are not yet updated.
2. Removed 2-hour minimum requirement for S4 records from the client manual.
3. Indicated that spaces 32-34 on the S3 record should be blank.
4. Updated hyperlinks throughout the client manual.

July 2021

Description of Change

1. Added program fee code 76-State Grant to the S3 record to capture courses funded by the State Apprenticeship Expansion grant (155-23X).

May 2021

Description of Change

1. *PENDING Added location codes for incarceration facilities in each district. Modified location codes to allow for alpha characters.*
2. Changed appropriation of GPR-Apprenticeship Forward grants from 138 to 155.
3. Updated Services Provided Through Grant Activity Code 29-Workplace to 29-Workplace Literacy to match AEFLA definitions.

January 2021

Description of Change

1. Eliminated the data element “Advanced an EFL” from the S7 record as it is not used.

August 2020

Description of Change

1. Removed the 27-month timeframe for awarding advanced standing credit under recognized credit code 1A and 1B. Replaced with “within a timeframe determined by the college.”
2. Modified edit 536 to reflect Course Credit Reporting Policy from December 2019. With limited exception for transfer credits, program-level courses have to be reported for the credit value approved in the Course Approval System.
3. Added Warning 538-REVIEW FIRE SERVICE COURSE CREDIT. Because courses with an aid code and instructional area of 47-503 are used for firefighter certification, no modification of these courses is permitted. Added fire service courses used for certification to Table F as a separate tab.
4. Added Grant Entry Date as a data element on the S4 record. Added edits:
   * 780-INVALID GRANT ENTRY DATE
   * 781-GRANT ENTRY DATE AFTER EXIT DATE
   * 782-MISSING GRANT ENTRY DATE
5. Added several new codes and edits to track students participating in the state approved Ability to Benefit process.”
   1. Students participating in the state approved Ability to Benefit process must have a S4 record submitted with grant number 199-999.
   2. The Ability to Benefit data element at position 41 on the S1 record was inactivated.
   3. Added program fee code 75-State Approved Ability to Benefit to the S3 record.
   4. Added six Service Provided Through Grant Activity Code on the S4 record:
      * + 50 = Orientation
        + 51 = Assessment
        + 52 = Tutoring/Academic Support
        + 53 = Developing Educational Goals
        + 54 = Counseling and Advising
        + 55 = Academic Progress and Follow Up
   5. Added six edits:

* 770 MISSING ATB GRANT NUMBER
* 771 WARNING INC EXIT DATE/ATB GRANT SERVICES
* 772 INC ATB GRANT/HIGHEST CREDENTIAL
* 773 WARNING MISSING S9 RECORD FOR ATB STUDENT
* 774 INC GRANT NUMBER/PROGRAM FEE CODE
* 775 WARNING MISSING GRANT SERVICES

June 2020

Description of Change

1. Changed edit 907 from an error to a warning. This will allow a S8 record to be submitted without a S3 record if the veteran only received a supplemental payment but did not attend any classes.
2. Moved Criminal Offenders grant activity reporting from Perkins to GPR-Leadership to reflect change in funding source. S4 records for Criminal Offenders grants are still required.

May 2020

Description of Change

1. Modified the definition of Limited English Proficiency on the S1 record to match the WIOA definition.
2. Changed edit 908 from an error to a warning. This will allow a S8 record to be submitted without a S3 record if the veteran only received a supplemental payment but did not attend any classes.
3. Modified error 378 so that it does not apply to S3 records with a recognized credit code 9D or 9H. High schools can continue to provide services to seniors after a May/June graduation date.
4. Added 18 = On Parole as a Type of Facility on the S2 record. Participants who are on parole are considered incarcerated since they are still within the correctional system.

April 2020

Description of Change

1. Added ACE ID to the S3 record as an optional data element for S3 records with a 4M recognized credit code.
2. Added Proxy Hours to the S4 record to document distance education activities in ABE and ELL.
3. Added nonstandard delivery code 98=Emergency Response Instruction to be used when a course’s mode of instruction unexpectedly changes in response to a public emergency.
4. Added course completion status 98=COVID19 Response to be used when a student withdraws from a course because of COVID-19 circumstances or when a district cancels a course in response to COVID-19.

March 2020

Description of Change

1. Modified edit 536 to reflect credit reporting policy from the Office of Instructional Services. Only in limited circumstances will courses be accepted on a S3 with a credit value that is not the approved credit value in the Course Approval System.
2. Added TABE CLAS-E form and D test names (test names 330-337).
3. Incorporated language from Administrative Bulletins:
   1. 06-04 Technical College Participation in the Midwest Student Exchange Program.
   2. 08-04 Technical College Aidability and State Reporting Requirement for Courses that Result in Advanced Standing and Transcripted Credit for High School Students.
   3. 99-13 Distance Education Credit Generation and FTE Reporting
4. Modified consortium grant reporting so that:
   1. Consortium grant enrollments are reported under the district submitting the S4 record in edit report CLI217-Summary of Grant Enrollments
   2. Consortium grant enrollments are reported under the “lead” district in CLI500

October 2019

Description of Change

1. Added new program fee code 71=Open Educational Resources to the S3 record. This program fee code can be used to identify course sections where the primary textbook option is an Open Educational Resource.

July 2019

Description of Change

1. Added new program fee code 15=Second Chance Pell to the S3 record at the recommendation of the Presidents’ Incarcerated Individuals Task Force.
2. Added new data element *Exclusions* to position 28 on the S2 record to comply with AEFL requirements.
3. Added two new training outcomes to the S4 record, Completed Progress Towards Training Milestones and Passed Technical/Occupational Skills Exam, to comply with AEFL requirements for Table 11.
4. Clarified language for Recognized Credit Codes starting with a 3, 4 or 5 which are used to record credit for prior learning.
5. Added Location Code 74-Study Abroad to Table C and Location of Learning codes in Table J to record study abroad courses.
6. Added new test topics and test names to the S7 record for CASAS Reading GOALS, CASAS Math GOALS, CASAS Life and Work Series (Reading and Listening) and CASAS Reading for Citizenship. Updated Table G with CASAS scale score ranges and corresponding NRS levels.

May 2019

Description of Change

1. Added a new data element for Ability to Benefit to the S1 record. This will be used to track students participating in a state-defined ability to benefit process for qualifying for financial aid.
2. Added three new data elements to the S1 record to comply with Perkins V:

Homeless Individual

Foster Care Youth

Youth with Parent in Armed Forces/on Active Duty

March 2019

Description of Change

1. Updated fees for FY2019-20. This includes: program and material fees, out-of-state tuition, responsible beverage fees, group dynamics fees and motorcycle training fees.
2. Added language to the Important Reminders for District Reimbursements Based on Client that clarified the policies for the 2% Fire Service Payment and detailed the process for FEMA Fire Training reimbursement. NOTE: there is no change to either the 2% Fire Service or FEMA Fire Training reimbursement process. The processes are only being documented.