

Chapter 6

NRS Data Submission

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Introduction

The data submission process is a critical component of National Reporting System (NRS) compliance. Programs are not only required to collect NRS data, they are also required to submit the data to the New York State Education Department (NYSED) electronically two times each year.

- ✗ According to the *NRS Implementation Guidelines*, adult education programs are required to maintain an electronic “individual student record system.”
- ✓ NYSED does not mandate which software system a program uses to track student information.

Regardless of the software used, adult education programs must submit NRS data in a standard electronic format. This data is used to create a statewide student database that includes information from all NYS programs.

- ✓ NYSED will not accept any paper-based NRS reports.

NRS Data Submission Scope and Parameters

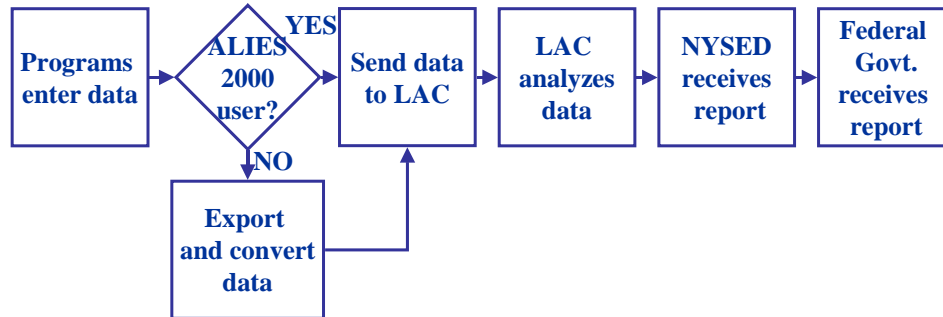
Programs funded by Title II of the Workforce Investment Act (WIA), the Employment Preparation Education (EPE) Program, the Welfare Education Program (WEP), or the Adult Literacy Education (ALE) program should submit NRS data to the Literacy Assistance Center (LAC) at the address below:

ALIES Data
Literacy Assistance Center
32 Broadway, 10th Floor
New York, NY 10004
Email: aliesdata@lacnyc.org

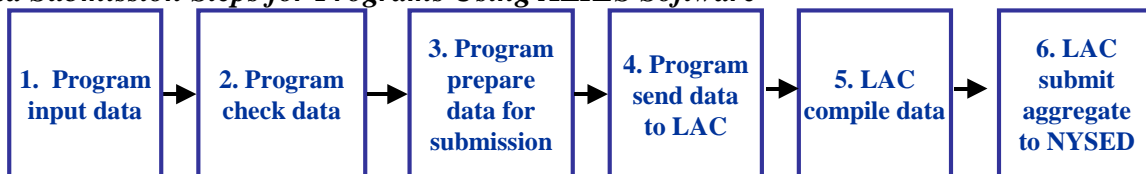
NRS Data Submission Process

The process for submitting data varies depending on whether a program uses the Adult Literacy and Information Evaluation System (ALIES) or an alternative software package to track student data. The LAC has programmed ALIES to generate the necessary NRS data in a standard format, which can then be sent to the LAC by mail or email. Programs that do not use ALIES must export and convert their data into the same standard format before they can send it to the LAC. (See the chart below for clarification). This standardization enables the LAC and NYSED to receive data that has been collected using diverse electronic systems in a uniform manner.

Data Submission Steps for All Programs



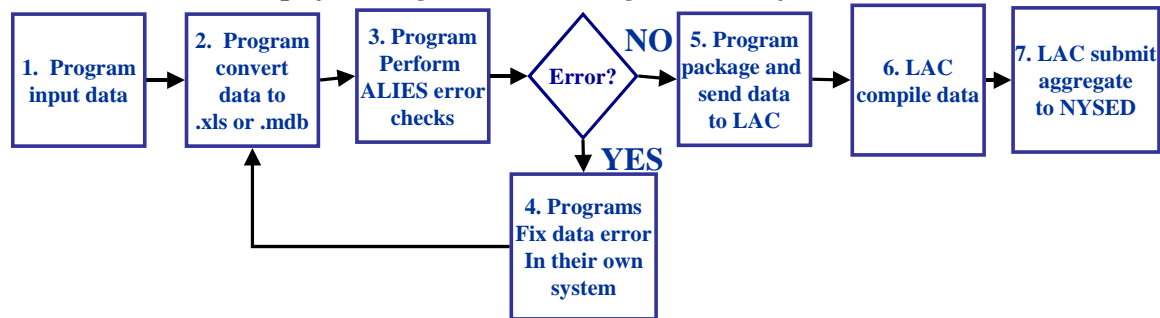
Data Submission Steps for Programs Using ALIES Software



1. *Programs Input Data.* Programs use the ALIES software to track student, class, instructional activity, and test score information.
 - Each program has its own schedule for data collection and entry based on staff availability and program cycles. The ALIES software is flexible enough to support various timetables. However, programs are encouraged to maintain a monthly data collection and entry schedule to ease the management process and ensure quality control.
2. *Programs Check Data.* Programs should review their data by:
 - a. Preparing, printing, and reviewing the data check reports
 - b. Preparing, printing, and reviewing the NRS tables
 - c. Identifying and troubleshooting issues with data
 - d. Making corrections to the data
 - Program staff should review and revise NRS data before submitting it to the LAC.
3. *Programs Prepare Data for Submission.* Programs are required to follow ALIES instructions for NRS data submission. The instructions are available on the ALIES website at www.alies.org.

4. *Programs Send Data to LAC.* Data can be sent to the LAC via email attachment, diskette, zip disk, or CD to ALIES Data, Literacy Assistance Center, 32 Broadway, 10th Floor, New York, NY 10004; email aliesdata@lacnyc.org.
 - ✓ Data submissions should be accompanied by:
 - a. Name of the file(s)
 - b. Date the file was created or copied
 - c. Agency ID (a unique identifier assigned by the LAC or the NYSED)
 - d. Name, phone number, and email of the person sending the file
 - ✓ The LAC will send an official confirmation receipt within 1 week of receiving the data.
5. *LAC Compiles Data.* The LAC will aggregate data from all NYS programs to create the NYS NRS database.
6. *LAC Submits Aggregate to NYSED.* Using the aggregate data, the LAC will create New York State's NRS tables. The NYS NRS data will also be used by NYSED to analyze state, region, and county trends as well as to evaluate individual programs.

Data Submission Steps for Programs Not Using ALIES Software



1. *Programs Input Data.* NYSED requires all programs to use an electronic data collection system for managing program data. Other than ALIES, examples include off-the-shelf packages and homegrown database systems.
2. *Programs Convert Data to .xls, or .mdb.* The program data must be exported from the existing data collection system into one of the following formats: Microsoft Excel files (.xls), or Microsoft Access files (.mdb). (For rules pertaining to each file type, see the “Format for Programs Not Using ALIES” section of this chapter.)
 - ✓ The program data must be converted into a format that aligns exactly with the “Data Format for Submission” to be distributed at Non-ALIES users trainings.
3. *Programs Perform ALIES Error Checks.* The LAC will provide programs with a software tool that will allow them to perform error check reports on their NRS data. This error checking software will apply ALIES NRS logic to the data converted in step 2. It will generate the NRS report tables and error check reports to confirm that all fields have values, that the values are valid, that the student record is complete, and that the values in each field adhere to NRS standards.
4. *Programs Fix and Re-convert Data.* Based on the error checks, programs fix the data in their own system and re-convert it to .xls or .mdb files. The programs can run the error checking software on their data until they are satisfied with the NRS table results.

5. *Programs Package and Send Data to LAC.* Programs will use the ALIES software tool to package the data in the format required by the LAC. Data can be sent to the LAC via an email attachment, diskette, zip disk, or CD to ALIES Data, Literacy Assistance Center, 32 Broadway, 10th Floor, New York, NY 10004; email aliesdata@lacnyc.org.
 - ✓ Data submissions should be accompanied by:
 - a. Name of the file(s)
 - b. Date the file was created or copied
 - c. Agency ID (a unique identifier assigned by the LAC or the NYSED)
 - d. Name, phone number, and email of the person sending the file
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6. *LAC Compiles Data.* The LAC will aggregate data from all New York State programs to create the NYS NRS database.
7. *LAC Submits Aggregate to NYSED.* Using the aggregate data, the LAC will create New York State's NRS tables. The NYS NRS data will also be used by NYSED to analyze state, region, and county trends, as well as to evaluate individual programs.

NRS Data Submission Timeline

Programs must submit NRS data three times per year. The table below identifies the deadlines, as well as the data required for each deadline:

Deadline	Data
March 15	Enrollment, contact hours, test scores, goals, and outcomes for two quarters of the fiscal year, beginning July 1 and ending December 31
August 31	Enrollment, contact hours, test scores, goals, and outcomes for all four quarters of the fiscal year, beginning July 1 and ending June 30
October 31*	All information listed above, plus the results of the follow-up survey of students in the first quarter of the next fiscal year

* Programs are not required to submit data again on October 31st if there is no new data to report since the August submission. If programs do not intend to resubmit on October 31st, they should make it explicit that the data in their August submission is their final data for the fiscal year.

NRS Data Submission Format

The NRS data file format varies depending on whether a program uses ALIES or an alternative software package to track student data.

Format for Programs Using ALIES

ALIES users must submit data in a zipped—or compressed—format. Programs can use the ALIES software to create zipped files by preparing the NRS report and running the appropriate utilities. Programs should follow the ALIES instructions for preparing NRS data for submission. The instructions are available on the ALIES website at www.alies.org.

Format for Programs Not Using ALIES

Programs not using ALIES can prepare data for submission in one of two formats.

- ***Access Database.*** Programs creating data files in Access should follow the rules below:
 - a. Data should be exported into one file called NRSdata.mdb, which should contain these tables: STUDENT, GOALS, OUTCOMES, HOURS, TESTSCORES, and STAFF.
 - b. The sequence and names of the fields in each table should be the same as the sequence in the “Data Format for Submission” to be distributed at Non-ALIES users trainings.
 - c. The information in the fields should be converted to the codes listed in the “Data Format for Submission” document to be distributed at Non-ALIES users trainings.
 - d. Each row in the tables should represent one record.
- ***Excel Spreadsheets.*** Programs creating data files in Excel should follow the rules below:
 - a. Data should be exported into 6 files: STUDENT.XLS, GOALS.XLS, OUTCOMES.XLS, HOURS.XLS, TESTSCORES.XLS, and STAFF.XLS.
 - b. The sequence of the fields in each table should be exactly the same as the sequence listed in the “Data Format for Submission” to be distributed at Non-ALIES users trainings.
 - c. The information in the fields should be converted to the codes listed in the “Data Format for Submission” to be distributed at Non-ALIES users trainings.
 - d. Each field should be represented by one column.
 - e. Each row in the files should represent one record.

Protecting Students’ Privacy

While ALIES and other software packages necessitate that programs collect and enter sensitive student information, NYSED does not require programs to submit any information that could be used to identify specific students. This commitment is reflected in the structure of the ALIES data submission files, as well as the specifications for files that are submitted by non-ALIES users. Below is a list of the data fields that programs are required to submit for NRS purposes. This list may undergo modifications in response to future state or federal policy changes.

1. Student Identifier	16. Dislocated Worker (Y/N)	30. Test Date
2. Birth Date	17. Homeless (Y/N)	31. Test Type
3. Gender	18. Rural Area Resident (Y/N)	32. Pretest
4. Ethnicity	19. Correctional Facility (Y/N)	33. Test Form
5. Start Date	20. Public Assistance (Y/N)	34. Test Level
6. Employment Status	21. Institutionalized (Y/N)	35. Subscore 1
7. Separated (Y/N)	22. Goal (s)	36. Subscore 2
8. Date of Separation	23. Outcome(s)	37. Total Score
9. Exited (Y/N)	24. Outcome Quarter	38. Grade Equivalent
10. Date of Exit	25. Survey Quarter	39. NRS Level
11. Disabled (Y/N)	26. Instructional Type	40. Personnel Identifier
12. Displaced Homemaker (Y/N)	27. NRS Program Type	41. Position
13. Low Income (Y/N)	28. Enrollment Date	42. Full/Part Time Status
14. Single Parent (Y/N)	29. Contact Hours	43. Paid/Volunteer
15. Learning Disabled (Y/N)		

How NRS Data Is Used

Data submitted by programs will be aggregated to create a statewide NRS database. This database will be used to:

- Create NRS tables for New York State. These tables will be submitted to the U.S. Department of Education.
- Evaluate individual programs. NRS data will be used to evaluate programs using quality indicators, such as the achievement of state targets. These evaluations will determine whether or not a program needs to be designated for corrective action. (See Chapter 7.)
- Conduct statewide and regional analyses. The statewide NRS database will be used to conduct analyses that look at trends statewide, as well as by region and by county.