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DEPARTMENT OF EDUCATION
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July 26, 2012

TO: Adult Literacy Coordinators, TOPSpro Data Managers, Adult Literacy instructors and staff.

From: Iowa Department of Education, Adult Education and Literacy

RE: Program Year 2013 Data Dictionary Revisions

The following is the Program 2013 Iowa Adult Literacy Program Year 2013 Data Dictionary to be used during July 1, 2012 through June 30, 2013. Please destroy all previous versions of the data dictionary. **Please note major revisions implemented by the National Reporting System (NRS).**

Highlights of changes in PY2013

1. Core Measures
 - a. Participants are automatically identified based on assignment into a cohort.
 - b. The definition for "cohort" varies by outcome.
 - i. Employment Measures
 1. Determined by participant employment status.
 - ii. Obtain Secondary
 1. Now includes "Attempt all five GED Subsections".
 2. Now includes "Placement into ASE High Instructional Level" coding at ≥ 246 .
 3. Data match to determine Adult High School Diploma outcomes via MIS.
 - iii. Enter Post-Secondary Education or Training
 1. Now includes all participants with a GED or high school diploma.
 2. Enrollment into designated transitions class (CIP and code set exclusive to Adult Literacy) coding in TE.
2. Federal Table 6
 - a. Highest Degree or Level of School Completed.
 - i. Now includes distinction between "U.S. Based Schooling" and "Non-U.S. Based Schooling".
 - ii. Now includes new category, "some college" (no degree) added to "Highest Degree Earned".
3. Federal Table 7
 - a. Adult Education Personnel
 - i. Teacher years of experience and certifications/qualifications.
 - ii. Report all certifications (multiple responses accepted) at beginning of program year.

Please contact Amy Vybiral with any reporting questions or MIS clarifications at 515-339-4520, amy.vybiral@iowa.gov.