

Important AEP COMIS* Coding Elements

TIP

Familiarize yourself with the MIS metrics and codes that are relevant to adult education noncredit outcomes so that your program learners and outcomes are integrated and displayed on the Adult Education Pipeline Dashboard.

NEW

Added a New Award Category to SP02

(Student Program Award) U=Noncredit Adult Education High School Diploma

Elements AA01 & AA02

(Replaces SA07)

- AA01: Documents the date of the assessment used to measure EFL Gains
- AA02: Documents the results of assessment used to measure EFL Gains
- Additional codes to better understand the EFL gains by level and by subject
 - English or Reading — codes E1-E6
 - Math — codes M1-M6
 - ESL — codes S1-S6
 - H1 = Successfully passing High School Equivalency exams (GED and HiSet)

OTHER KEY METRICS

Course Credit Status: CB04 — used to determine whether the participant is enrolled in non credit courses, thereby making the participant eligible to be counted in the AEP dashboard, helps identify transitions to credit bearing courses.

Course TOP Code: CB03 — used to determine whether the participant is enrolled in noncredit courses that count under the CAEP program. Support and Tutoring Codes are excluded from CAEP participant counts.

Course Noncredit Category: CB22 — used to classify noncredit courses in alignment with the CAEP requirements:

- ESL
- Citizenship for Immigrants
- Elementary and Secondary Basic Skills
- Parenting
- Short-Term Vocational
- Workforce Preparation

Course Prior to College Level: CB21 — used to identify CB21 Course Progression and Educational Functioning Level Gains. Courses are identified by the following content areas:

- ESL
- English
- Mathematics

Enrollment Positive Attendance Hours: SX05 — used to identify the number of positive attendance hours a student earns. This data element is extremely important as it allows the learner to be documented as a Participant (12+ attendance hours); a key outcome for CAEP programs.

ADDITIONAL RESOURCES

Adult Education Pipeline Coding Guide: An overview resource to coding for the Adult Education Pipeline. This guide includes introductory information, tips, guidance, an in-depth look at key metrics and coding activities. The guide addresses both those who are new to the Adult Education Pipeline and those who are steeped in the data and data entry. <https://launchboard-resources.wested.org/resources/96>

Adult Education Pipeline Metric Definition Dictionary: The AEP MDD includes relevant definitions, overview of processes and information that informs the development and updates, and all calculations for the data presented on the AEP. Use this resource to identify MIS or CASAS data points that ensure student outcomes are correctly coded. <https://www.calpassplus.org/LaunchBoard/Adult-Education-Pipeline-MDD>

COMIS Data Element Dictionary: The COMIS DED identifies all the metric definitions and codes to use to document noncredit and credit demographic and outcomes data. <https://webdata.cccco.edu/ded/ded.htm>

Archived Webinars on CAEP website: These webinar recordings and PPT offer introductory and more in-depth information for administrators, practitioners, IT, IR, and anyone else engaged in collecting, entering, and using the data displayed on the AEP. <https://caladulthood.org/>

The Adult Education Pipeline (AEP) Dashboard brings together COMIS (Chancellor's Office Management Information System) data with CASAS TOPSpro Enterprise student data using identified calculations. The AEP data is used for legislative reporting and CAEP consortia accountability.