

Section VI: Data Reporting & Accountability

1.00 General Data Reporting Overview

This section (VI) of the Administrators' Handbook provides an overview on the data reporting and accountability procedures that must be followed by Administrators of CCCS Board approved CTE programs. **You should review all content carefully to ensure that you are reporting accurate and complete data in the VE-135/VE-130 system.**

You may contact the following CCCS staff with questions regarding the VE-135 or VE-130:

Lauren Victor, Director of CTE Accountability,
[mailto: Lauren.victor@cccs.edu](mailto:Lauren.victor@cccs.edu) or 303-595-1527

2018-2019 REPORTING DEADLINES

VE-135 Follow-up Deadline: *March 31, 2019* (placement on 17-18 completers)

VE-135 Enrollment Deadline:

July 31, 2019 for middle & secondary level programs (18-19 CTE student enrollment)

August 31, 2019 for postsecondary level programs & Dept. of Corrections (18-19 CTE student enrollment)

To request a data reporting extension for extenuating circumstances you must submit via email, two weeks prior to the specified reporting deadline, a VE-135 reporting extension request to the Director of CTE Accountability.

VE-130 Active Teacher Updates: We realize there are a number of fall start up times across the state, but we ask that you complete your bulk VE-130 updates/additions by July 31, 2019. The VE-130 section of the website is typically closed from August 1 through October due to internal CTA reporting processes. If you have faculty changes during the year, you should then update the VE-130 as those occur.

Missing reporting deadlines delays the annual accountability process for the entire state and can further delay other important CTE projects and processes. It is critical that you report complete and accurate data by the posted deadlines. Timely and accurate reporting will help your institution and also Colorado to meet federal and state accountability requirements and ensure that valid and reliable data is used to establish both federal and state CTE policy.

--Thank you for your attention to this important matter

Institutions Required to Report Data

All institutions with CCCS approved CTE programs are required to report student enrollment, student follow-up (placement), and active CTE teacher data to CCCS every

year. Institutions are required to report the data even if they do NOT receive state or federal funding because it is a requirement of the CTE program renewal process. Only middle school level programs and those approved under the Colorado Department of Corrections (DOC) and/or Division of Youth Corrections are waived from the requirement of submitting the follow-up; however, CCCS encourages the correctional facilities to submit follow-up data if possible.

If your institution contracts with another institution and the program approval is held at the host institution, then your institution is required to provide the VE-135 student enrollment and placement data to the host institution and they in turn are responsible for reporting the data to CCCS. Both institutions are responsible for implementing a system between them in order to submit the data to CCCS. This also includes colleges and districts with concurrent enrollment agreements.

Federal and State Data Reporting Mandates

CCCS is required by law to collect CTE enrollment and placement data each year in order to comply with accountability requirements set forth by both the state funded Colorado Technical Act (CTA) of 2008 (formerly the Colorado Vocational Act of 1970) and the federally funded Public Law 109-270 Carl D. Perkins Career and Technical Education Act of 2006.

VE-135 Records Retention

Source data used to create annual VE-135 enrollment and follow-up submissions should be kept for 7 years. Source data would include such items as individual VE-135 enrollment forms, rosters, electronic data files, follow-up survey forms, etc.

VE-135 and VE-130 Data Collection System

CTE student enrollment and placement data reported to CCCS are stored in the “VE-135” data system, a database maintained by CCCS containing demographic and programmatic information for middle school, secondary, and postsecondary level CTE students. It is primarily used to report both enrollment and follow-up information on CTE students, but information for postsecondary students having academic and undeclared majors is also collected. The VE-130 is part of the VE-135 data system maintained by CCCS that records contact information on secondary and postsecondary teachers and identifies what CTE programs they are actively teaching for the current reporting year. Only IP addresses within the State of Colorado will be granted access to the data collection system to adhere to security protocols.

How to Report the VE-135 Data

Most institutions will report both their enrollment and follow-up data via the VE135 Data Collection website at <https://ve135.cccs.edu>. This may involve direct input of individual student records onto the website or upload of a data file containing the student records. Enrollment data for community college, area technical college, and DOC postsecondary level programs requires special import processes. Postsecondary institutions will still need to report their VE-135 follow-up like all other institutions. If you are unsure of the process for your institution, contact CCCS staff for guidance.

Institution types for the purposes of the VE-135 reporting are divided into: Middle Schools, Secondary Schools, Area Technical Colleges, Community Colleges, and Other (Federal and State Correctional Facilities). Your institution type, which data you are reporting on, and whether you are reporting for secondary or postsecondary level CTE programs will determine the data reporting options you need to follow (see the Reporting Options Rules and Limitations section below).

Website logins:

Each school has at least one designated VE-135 contact on record with CCCS and that contact is given a login account to the VE-135 website. If your school has not designated an official VE-135 contact(s) to our office, then, in most cases, the district Perkins contact or superintendent is considered the main VE-135 contact. It is at the school's discretion whether or not they choose to share the website login information with other staff. CCCS policy is to give the login information only to the account holder. Anyone logging into the VE-135 website is required to agree to a Terms and Conditions notice, including an agreement to comply with FERPA regulations.

Each person assigned a login is **responsible for retaining their user id and password and for keeping them in a safe place**, keeping in mind that the data on the VE-135 website is personally identifiable and falls under FERPA regulations. When a VE-135 contact leaves the school or no longer needs a login, the school is responsible for contacting CCCS so that we can remove that person's login.

This section (VI) of the Administrators' Handbook is to be used as an overview of the required CCCS data reporting. Guidance for specific data reporting processes is posted under the Documents section of the Help page of the VE-135 Data Collection Website at <https://ve135.cccs.edu/> and also linked to under the Data Reporting Training Materials at <http://coloradostateplan.com/administrator/administrators-handbook/>. You should only use guidance written specifically for the current academic reporting year. Each document will be labeled with the current academic reporting year. For security reasons, all specific reporting documents are stored on the Help page of the VE-135 website which cannot be accessed without first logging in.

Reporting Options and Rules

Please review the following table to see which options your educational institution may use and what limitations may be in place.

Reporting Options Table:

Middle Schools
• May use EITHER direct individual entry or a data file to report the VE-135 <i>enrollment</i> for middle school level programs.
Secondary Schools
• May use EITHER direct individual entry or a data file to report the VE-135 <i>enrollment</i> for secondary level programs.
• May use EITHER direct individual entry or a data file to report the VE-135 <i>follow-up</i> for secondary level programs.
Area Technical Colleges
• May use EITHER direct individual entry or a data file to report the VE-135 <i>enrollment</i> for secondary level

<p>programs. ATCs must use a special postsecondary data file format designed specifically for their data reporting needs.</p> <ul style="list-style-type: none"> • May use EITHER direct individual entry or a data file to report the VE-135 <i>follow-up</i> for BOTH secondary and postsecondary level programs.
<p>Community Colleges</p> <ul style="list-style-type: none"> • May use direct individual entry or a data file to report the VE-135 <i>enrollment</i> ONLY for <i>secondary</i> level programs. • The VE-135 <i>enrollment</i> data for postsecondary level programs at community colleges reporting on the CCCS Banner system is imported by CCCS staff from SURDS data files. Aims, CMC, and WCCC must use a special postsecondary data file format designed specifically for their data reporting needs. • May use EITHER direct individual entry or a data file to report the VE-135 <i>follow-up</i> for BOTH secondary and postsecondary level programs.
<p>Other (Federal, State and Youth Correctional Facilities)</p> <ul style="list-style-type: none"> • May use EITHER direct individual entry or a data file to report the VE-135 <i>enrollment or follow-up</i> for secondary level programs. The DOC must use a special postsecondary data file format designed specifically for their data reporting needs.

VE-135 Direct Individual Entry

You may enter your VE-135 enrollment and follow-up via individual record entry on the VE135 website at <https://ve135.cccs.edu>. Many small schools with small programs find this process more efficient than building a data file and uploading it to the website. Simply follow the directions provided on the VE-135 website.

VE-135 Data File Reporting

Data Files may be uploaded via the VE-135 website at <https://ve135.cccs.edu>. NEVER email your files to the system office. The most secure file transfer method is to upload to the website. Also, your files will be validated for accuracy during the upload process. Your data files must be in the format specified in the data file layout for the current academic year. You will find directions in the enrollment section of the VE-135 website for uploading files. There are specific file layouts for both enrollment and follow-up that you must use each year. These are available on the Help page of the VE-135 website. Do NOT use VE-135 file layout documentation from previous reporting years. Note: Aims, CMC, WCCC, the DOC, the DYC and the ATCs will receive instructions directly from CCCS on building their postsecondary enrollment, but they should follow the standard secondary file format for students in their secondary level programs.

CTE Data Quality

CTE, just as all other educational programs, is increasingly scrutinized on accountability. That's why it is essential that all data reported for the VE-135 be complete, valid and reliable at the time that it is submitted. All data reported is subject to verification for completeness and accuracy during scheduled audits, monitoring visits, and technical assistance visits by CCCS and by state and federal level agencies.

VE-135 enrollment and follow-up data collected across the state form much of the framework for the performance metrics used for Perkins and the 5-year trend reports used for program renewal evaluations.

Questions/suggestions to help you with improving CTE data quality:

- Do you have a clearly defined, formal process for reporting your CTE data? You definitely should develop one if you don't already have one in place and also keep it up to date.
- Do you have a clear picture of who the key players are in reporting your CTE data? Do they know each other or who the process manager is? Key players, regardless of the number or their position, should function as a team in reporting CTE data.
- Familiarize all key players involved with CTE data reporting on the high stakes nature of the data.
 - Do they understand:
 - how the data is used by CCCS internally for accountability purposes?
 - how the data can affect funding?
 - how CTE policy is driven by student data?
- Do you provide internal training to key players on CTE data reporting?
- Do you have a process to validate your CTE data **BEFORE** submissions? Some of the most important key players you have are your CTE instructors. Have them review the data BEFORE it is submitted. If they have left for the summer, get an enrollment dataset from them before they leave of who was in their classroom and who became a concentrator or a completer at a minimum so that you can verify your final data set. CCCS has found that most teachers never see the data until they are told to conduct follow-ups on previous year completers and too often they find that the data submitted in the enrollment was incorrect. Likewise, they may never see the data until renewal time of their program and find that their data has not been reported correctly, possibly leading to a conditional status or closure of the program.
- Plan ahead! Enter VE-135 reporting dates on your electronic calendar AND add your own additional reminder and preparation deadlines.

CCCS Training

VE-135 training webinars and workshops are offered throughout the year. In addition, CCCS staff is always available for immediate technical assistance via phone or email and also for onsite assistance by request. Please refer to the contact information at the beginning of this handbook section if you wish to explore this option. We highly encourage you to do so.

Privacy of Student Data

Individual student records in the VE-135 data system are protected in accordance with the [Family Education Rights & Privacy Act](#) (FERPA) and other established policies. The official FERPA website is at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Main VE-135 Data Uses

- **Federal Consolidated Annual Report (CAR) & ED Facts:** VE-135 enrollment and placement data is aggregated statewide for the federal CAR accountability report and ED Facts file submissions due to the U.S. Department of Education in December of each year. VE-135 data are reported under the negotiated

performance metric measurements. The report is used to evaluate the effectiveness of CTE in Colorado and as criteria to determine the total state Perkins allocation amount for the next fiscal year. In addition, the data is aggregated into a nationwide report for submission to Congress for the evaluation of continued CTE funding and support.

- **Perkins Performance Metrics:** VE-135 enrollment and placement data are calculated into separate core performance indicators for secondary and postsecondary students at a consortium, district, and/or program level. Data is disaggregated by special categories of students. Metrics results are compared to state targets for each indicator. Deficiencies in an indicator require a Perkins recipient to create a local improvement plan (see Section V Part C of this Administrators' Handbook for more information on the release of performance metric results).
- **Perkins Formula Allocations:** VE-135 enrollment data is used as part of the formula which calculates the distribution of federal Perkins funds to participating secondary and postsecondary institutions within Colorado. Perkins formula allocation results are released by CCCS in the spring of each year (see Section V Part C of this Administrators' Handbook for more information on the release of allocation results).
- **Colorado Technical Act (CTA):** Secondary level VE-135 data is used to generate the annual Colorado Technical Act (CTA) report required by the state legislature each year. This report contains information describing the effectiveness of CTE programs including enrollment, completion, placement, program costs, and FTE year (see Section V Part B of this Administrators' Handbook for information about the CTA).
- **Program Renewal Process:** The VE-135 data populates three separate 5-year trend reports used by CCCS to evaluate existing CTE programs as set forth by the State Board for Community Colleges and Occupational Education (see Section II of this Administrators' Handbook for information about Program Renewal Guidelines).
- **Civil Rights Compliance Monitoring:** The CCCS CTE Internal Audit department uses the VE135 data as one component in the process to determine which educational institutions will receive a monitoring visit as mandated by the U.S. Department of Education, Office for Civil Rights (see Section VIII of this Administrators' Handbook for information about CTE monitoring and audits).
- **Data Accountability Monitoring:** Risk-based data monitoring is included as a part of the CCCS monitoring visits and audits annually at selected secondary and postsecondary institutions. VE-135 data that is reported to CCCS is verified for accuracy and completeness by comparing source documentation at the institutions. On-site monitoring visits may also cover Perkins monitoring, Civil Rights monitoring, and CTE program monitoring (see Section VIII of this Administrators' Handbook for information about CTE monitoring and audits).
- **Other CCCS Reports:** Other reports may be produced internally from aggregated VE-135 data throughout the year for CCCS staff in order to maintain, improve, and develop policy related to CTE in the state of Colorado or at the national level.

2.00 VE-135 Enrollment Data Collection

The enrollment data reporting process involves reporting demographic and program concentration and completion information for all students who are enrolled in CCCS approved CTE programs during the current academic year.

See the first page of this section (VI) of this Administrators' Handbook for the enrollment deadline date. *Missing reporting deadlines delays the annual accountability process for the entire state and can further delay other important CTE projects and processes. It is critical that you report accurate and complete data by the posted deadlines!*

Whether you report individual student records or by data file via the [VE135 website](https://ve135.cccs.edu) at <https://ve135.cccs.edu>, you must report ALL required enrollment information. Data requested in the VE-135 is required under Perkins and for program renewal processes and is expected to be complete and accurate. **Reporting on all special population fields such as migrant student (secondary only), limited English, disadvantaged, disability, single parent (postsecondary only), and displaced homemaker (postsecondary only) is NOT optional.** If you need help with obtaining special population data from your district or institution, you should contact CCCS for assistance. The VE-135 data reported by your institution will be verified for completeness and accuracy during scheduled monitoring visits.

The CDE Race/Ethnicity field was expanded (now 6 total data fields) in 2011 to conform to the U.S. Office of Management and Budget (OMB) Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. You will be reporting this data the same as you do to CDE. You must report the ethnicity in the "Hispanic" field for all records AND you must report at least one race. Ethnicity and race are separate reporting fields. You cannot report Hispanic for a student and not report a race.

*You should count coursework taught **only by credentialed instructors** for the VE-135 enrollment. You cannot count coursework taught by non-credentialed instructors. However, like the rule for CTA, beginning in the 2012-2013 reporting year, an instructor only has to be credentialed for part of the school year. Furthermore, CTE programs must have an "Active" status within the reporting year to report the VE-135 enrollment.*

Determining Which Students to Report in the VE-135 Enrollment (Secondary):

You should report all secondary students in the enrollment who meet the "Participant" definition as defined below. This is the minimum threshold for determining if a secondary level student should be given a record in the VE-135 enrollment for the year.

Participant--All secondary students who have completed one (1) or more credits or courses within any CTE program where credit, course(s), and academic term are defined in the program approval documentation.

For the students you add to the enrollment who meet the participant definition, you must fill in all required demographic information. For secondary and postsecondary programs, you will then be required to identify if the student was a concentrator and/or a completer. This is not required for middle school programs. Please note that concentrators and completers are attributes of the enrollment records. They are

statuses that are given to each student entered into the VE-135 enrollment. The “Concentrator” and “Completer” definitions are as follows:

- **Concentrator** – A secondary student who has completed at least one half of the credits required within any CTE program where credit, course(s), and academic term are defined in the program approval documentation.
- **Completer** – A secondary student who has completed the required minimum credits within a CTE program where credit or courses is defined in the program approval documentation.

Important Notes:

Completer defines CTE program completion. High school graduation is NOT required for program completion.

Credits accumulated within each CTE program should be totaled from prior years in order to determine the concentrator or completer status for a student this current academic year.

Determining Which Students to Report in the VE-135 Enrollment (Postsecondary):

Most postsecondary level data requires a special import process for different types of institutions. Contact CCCS staff directly for instructions on the process that your institution should use to report postsecondary level data (refer to the beginning of this section (VI) of the Administrators’ Handbook for CCCS staff contact information).

3.00 VE-135 Follow-up Data Collection

See the first page of this section (VI) of this Administrators’ Handbook for the follow-up deadline date. *Missing reporting deadlines delays the annual accountability process for the entire state and can further delay other important CTE projects and processes. It is critical that you report accurate and complete data by the posted deadlines.*

To assess the quality of student preparation, CCCS is required to report on the outcomes of CTE completers. The follow-up data collection process involves gathering placement information for CTE students who have completed a secondary or postsecondary level program in the previous school year.

Middle school level programs and also programs approved under the Colorado Department of Corrections (DOC) and Division of Youth Corrections (DYC) are waived from the requirement of submitting the follow-up; however, CCCS encourages the DOC to submit the follow-up if possible. All other institutions with CCCS approved CTE programs are required to collect and report the follow-up data to CCCS annually. One exception to this rule is for colleges with programs attended by DOC or DYC inmates. Colleges are waived from having to report follow-up on the DOC and DYC inmates.

The students who were marked as completers in the previous reporting year are those that you will be collecting the follow-up on. For example, in the 2018-2019 school year, the students that you see listed in your VE-135 follow-up report are the students that were marked as “Completers” in the VE-135 enrollment in the 2017-2018 school year.

Important Notes:

The process is NOT limited to just seniors who graduated from the previous year. You are required to include completers from all grades in your follow-up surveys for all secondary and postsecondary level programs.

If a program is not running this current academic year and there were previous year completers, you are required to follow-up on the students in those programs.

CCCS cannot change student data for the previous year if it was reported incorrectly by your institution. Therefore, it is critical that your institution report students with the correct completion status in your enrollment submission the previous year in order to conduct an accurate follow-up. Your enrollment data should not be submitted until you have conducted a thorough internal review to ensure that it is accurate and complete, including a review to make sure you have flagged all completers correctly. In addition, there are multiple means with which to review your enrollment data immediately after submission. Contact CCCS staff if you are unsure of how to do this (refer to the beginning of this section (VI) of the Administrators' Handbook for CCCS staff contact information).

You may submit your follow-up data to CCCS via the VE-135 data collection website by entering the data for each student individually or you may upload a data file of the student records. Whether you report via the website or by data file, you should be familiar with the follow-up data attributes. **See the follow-up specific process documents posted on the Help page of the VE-135 website at <https://ve135.cccs.edu> for information on the current reporting year follow-up questions, specific file layout documentation, and best practices.**

VE-135 Follow-up Process Timeline

CCCS requires that you not begin your follow-up survey process until December 15, 2018.

The US Department of Education, Office for Vocational and Adult Education (OVAE) has provided guidance on when the data collection effort for VE-135 follow-up should be conducted so that national CTE placement data is more consistent. There is a specific window of time that the employment, military, apprenticeship, and continuing education follow-up questions will apply to. This window is October 1st through December 31st. It is our expectation that, by collecting data from all students at the same time, we will increase the consistency and therefore the reliability of our data.

If your institution expects to have difficulty working within the data collection window, then you can request technical assistance from CCCS to help streamline your follow-up process (refer to the beginning of this section (VI) of the Administrators' Handbook for CCCS staff contact information).

Preparing for the VE-135 Follow-up Survey

If you do not already have a list of students you marked as completers in the VE135 enrollment for the 2017-2018 reporting year, then you may log onto the VE135 data

collection website and retrieve a report of the students from the Follow-up section. The website is expected to open in early January of 2019 for the 2017-2018 reporting year.

You should read the current year documentation on “How to Fill out Your Follow-up” available under the Documents section of the Help page on the [VE-135 website](https://ve135.cccs.edu) at <https://ve135.cccs.edu> or linked to under the training materials of the Data Reporting section under the [Administrators' Handbook](#). If you choose not to read this important document, then you risk reporting incomplete and inaccurate data. You will find a wealth of guidance and best practices in conducting your follow-up in this documentation.

It is often helpful to include more than one person in the coordination role of the follow-up process. In addition to spreading the weight of this responsibility, this may reduce the likelihood of missing the deadline due to personal or unrelated emergencies.

It is always helpful to begin your data collection process effort sooner rather than later. In particular, this may reduce the likelihood of missing the deadline due to personal or unrelated emergencies.

4.00 VE-130 Active Teacher Data Collection

See the first page of this section (VI) of this Administrators' Handbook for the requested date that you have your bulk VE-130 updates/additions completed by, and if you have faculty changes during the year, you should update the VE-130 as those occur.

All VE-130 active teacher data must be reported directly onto the VE-135 Website. The official website rollover for the new academic year will not occur until early January of 2019, but you can still begin your teacher updates within the current version of the VE-135 website and they will roll into the new year when it launches.

The VE-130 section is designed to record which CTE programs an instructor is actively teaching for the current school year. You can upload a file of your data or update/add individual records.

The VE-130 requires the following minimum demographic information in order to create a teacher record: name; date of birth (DOB); and work email. You will not be able to save a record without this information. We have to require the DOB because we cannot require a personally identifiable ID number. We use the combination of name and the DOB to try to limit the number of duplicate entries created in the VE-130. More specific instructions on adding/modifying VE-130 records are found within the VE-130 section of the VE135 website at <https://ve135.cccs.edu>.

It's extremely important that your institution keep the VE-130 records up to date with the most accurate information. Please ensure that work emails are up to date. This assures that teachers receive important correspondence from CCCS relating to their program areas.