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TO: Sector Navigators
Regional Consortia Chairs
Deputy Sector Navigators
Technical Assistance Providers—Centers of Excellence for Labor-Market Research

FROM: Gary W. Adams, Dean
Innovation and Quality Practices
Division of Workforce and Economic Development

SUBJECT: Important Information on Uploading Common Metrics and Deadline on Data Upload Planning

1. All Key Talent should plan to attend the following webinar on uploading data into the LaunchBoard. This webinar will be recorded and posted to the Doing What Matters website.

Using the Additional Tracking Tool to Collect Momentum Point Data

Tuesday, June 17 at 11am

This training should be attended by all Key Talent who selected metrics that require data collection using the Additional Tracking Tool—the Key Talent, NOT the data upload people, are responsible for gathering these metrics. This training will explain how to use the tool and offer strategies for engaging college faculty and staff who can assist with collecting student-level information.

Sign up at: <http://doingwhatmatters.cccco.edu/LaunchBoard/Webinars.aspx>.

2. Any Key Talent who selected MP 19 or 27 should plan on attending the following webinar. This webinar will be recorded and posted to the Doing What Matters website.

Uploading Data on MPs 19 and 27

Thursday, July 10 at 12pm

Across all the Doing What Matters grantees, only two metrics were selected that require the support of local data upload people: students who participate in either soft-skills training or internships/work-based learning. Key Talent will be responsible for working with the local upload people to flag the courses that have these activities embedded at each college. Key Talent are also responsible for gathering information on individuals who participate in stand-alone activities. This training, designed for local data upload point people and Key Talent, will explain how to pair local data upload processes with the Additional Tracking Tool to collect student-level information.

Sign up at: <http://doingwhatmatters.cccco.edu/LaunchBoard/Webinars.aspx>.

3. Because Key Talent are ultimately responsible for gathering data using the Additional Tracking Tool, any grantees that selected a Momentum Point that relies on the Additional Tracking Tool must have data upload collection plan in place by **September 1, 2014**. **The Momentum Points this applies to are: 1, 2, 3, 6, 8, 13, 19, 27, and 33.**

For more information on the above metrics that require the Additional Tracking tool, visit <http://doingwhatmatters.cccco.edu/portals/6/docs/Data%20Collection%20and%20Reporting%20Strategies%20for%20Momentum%20Points%2014-4-29.pdf>.

4. If you are concerned that you will be unable to collect all of the metrics selected in your workplan that require use of the Additional Tracking Tool, you can contact your grant monitor for more information.

An [FAQ](#) on data uploads, which provides additional information, is attached.

Cc: Workforce and Economic Development Division



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Additional Tracking Tool Data Upload FAQ

What information needs to be collected?

Information about the specific students who participate in activities, including first and last name, date of birth, gender, the institution attended, and the program of study they participated in. Detailed, metric-by-metric instructions are available on the LaunchBoard website at:

<http://doingwhatmatters.cccco.edu/portals/6/docs/Data%20Collection%20and%20Reporting%20Strategies%20for%20Momentum%20Points%2014-4-29.pdf>.

What is the timeframe for reporting?

Data should be gathered during 2014-15 and uploaded in August 2015.

What happens if the data are wrong?

Colleges and grantees will have the ability to re-upload data errors are discovered.

What if the data are incomplete?

Some data sources are not yet complete. For example, not all K-12 districts participate in Cal-PASS Plus and not all colleges participate in the CTE Outcomes Survey. The Common Metrics tab will indicate how comprehensive the automatically-calculated data sets are. For locally-uploaded metrics, grantees can report on how comprehensive the data are in their end-of-year reports.

What happens if the data can't be collected?

As soon as it becomes apparent that data collection is not feasible, grantees should contact their grant monitor and process a workplan amendment to select a different metric that can be collected.

Who do I contact if I have issues with collecting and/or uploading data?

Contact either Alyssa Nguyen (anguyen@rpgroup.org) or Aeron Zentner (aeronzentner@gmail.com), who can provide assistance.

How do the grantees interface with the college to collect data?

For the colleges, grantees should work with the local data upload person identified by the Regional Consortia chair to develop a data collection plan by September 1, 2014. Local data upload people will receive a list of grantees who are related to their institutions.

Are all contract ed coordinators expected to use the Additional Tracking Tool to support MP33 reporting?

If possible, all contract education activities in the Doing What Matters priority and emerging sectors should be tracked and uploaded, as this was a common metric chosen by grantees.

Can the data uploaded be aggregated to come from a district rather than from individual colleges?

Yes. The upload file asks for the IPEDS ID for the institution associated with each student. As long as the upload includes this college id, the upload can be done in a single file with data from multiple institutions.

Will any data analysis be required prior to upload?

No. Student-level records just need to be uploaded using a spreadsheet.

How does information get uploaded from the Additional Tracking Tool populate the Common Metrics?

When the events are set up, specific momentum points, colleges, and pathways are required that allows data to map from the Additional Tracking Tool populate the Common Metrics tab. Individual participants in events will be credited accordingly. So, if a career awareness event is set up that is affiliated with three colleges that is attended by 150 students, all three colleges will get credit for all 150 students. Similarly, if that career awareness event targeted health professions, all health-related programs will get credit for all 150 students. However, when the data get rolled up at the regional or sector level, the records will be de-duplicated so that the 150 students will only count once.