TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
Chief Student Services Officers
Career Technical Education Deans
Regional Consortia Chairs
Nursing Directors

FROM: Sandra Sanchez, Interim Vice Chancellor
Workforce and Economic Development Division

RE: Nursing Enrollment Growth and Retention Grant – Annual Data Collection (Action Required)

Every Fall, the California Community Colleges Chancellor's Office (the Chancellor's Office) collects data and demographic information from programs participating in the Nursing Enrollment Growth and Retention Grant. In the past, the Chancellor's Office has worked with a third party to collect the required students' data as requested from Education Code section 78261.5. However, the Chancellor's Office is exploring a more efficient method of collecting this information. *Therefore, we will not be collecting this data using the validation process previously established with a third-party vendor. Instead, we are asking colleges to make changes to their current* Management Information Systems (MIS) reporting in preparation for data collection modification for Fall 2024. Our goal is to move away from additional reporting requirements and to integrate the data needed into the annual cycles of MIS reporting.

Additional Data to Collect

According to Education Code section 78261.5, the Chancellor's Office is required to submit an annual legislative report to include the following information:

The participation, retention, and completion rates in community college registered nursing programs of students admitted through a multicriteria screening process, as described in this section, disaggregated by the age, gender, ethnicity, and the language spoken at the home of those students.

Nursing Enrollment Growth and Retention Grant – Annual Data Collection
November 1, 2023

In review of the data, we are currently missing the data for "language spoken at the home of these students." Programs must collect and be prepared to report this information in Fall 2024. One option is for programs to collect this information as part of the nursing program application.

MIS Updates

Starting in Fall 2024, we will require that program TOP codes are correctly entered into the MIS system. This will require a clean-up of data reporting systems to ensure what is submitted is accurately reflecting the data that is being requested. Below is a list of current Nursing & Allied Health TOP codes and what they are used for in our reporting.

Nursing and Allied Health TOP Codes: 1230.00 – **Nursing Principles** and techniques for assisting the individual, sick or well, in the performance of those activities contributing to health or to recovery.

- 1230.10 – **Registered Nursing** Programs leading to licensure by the Board of Registered Nursing. Includes nursing care in specialty areas. Associate Degree Nursing (ADN) (*For ADN programs, use this code*.)
- 1230.20 – **Licensed Vocational Nursing Programs** leading to vocational nurse licensure by the Board of Vocational Nursing and Psychiatric Technicians. Technical and manual nursing skills, practiced under the direction of a registered nurse, physician, or other medical staff, specific to the scope of practice of the licensed vocational nurse.
- 1230.30 – **Certified Nurse Assistant** Routine nursing services of patients in hospitals or long-term care facilities practiced under the direction of nursing or medical staff, and specific to the nurse assistant certification examination. Includes Acute Care Nurse Assistant.
- 1230.80 – **Home Health Aide** Principles and techniques used to assist elderly, convalescent, or disabled patients in their homes by providing for their health care needs.

The assignment of TOP Codes are a local decision and programs are encouraged to go through their local processes to ensure that both the students' majors (or program of study) and course information are aligned to the correct TOP code in California Community College Curriculum Inventory (COCI). Programs should work with appropriate staff (curriculum committee, Articulation Officer, Chief Instructional Officer, Chief Information Officer) to update and report this information to the Chancellor's Office as part of the regular MIS submissions.

Action Items for Data Collection

- ☐ Ensure that your ADN program is coded correctly and identified by TOP code 1230.10.
- ☐ Develop a mechanism to gather student's language spoken at home. The list of languages should include Arabic, Chinese (any dialect), English, Farsi, Russian, Spanish, Tagalog, and Other (specify).

Questions

Please submit any questions about this funding opportunity to [nursingapps@cccco.edu.](mailto:nursingapps@cccco.edu)

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