
SSSP and MIS Reporting: A new Partnership

Chancellor's Office MIS

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Chancellor's Office
California Community Colleges

AGENDA

- Background
- Timeline
- MIS Data Requirements/Current Process
- Best Practices
- Noncredit Considerations
- Q & A

Background

- SB1456 – legislation to create Student Success & Support Program
- Workgroup formed to propose funding formula & update MIS data elements
- Non-credit removed from initial workgroup charter
- Workgroup formed to address funding formula & MIS elements needed for non-credit allocation
- Work continues!
- Today we will describe the credit structure & proposals for SS elements for non-credit to date



Timeline – Implementation of SS File

1. Optional 2013-14
2. Mandatory 2014-15
3. The Matriculation Data file (SM) is longer being collected beginning Summer 2014

MIS Data Requirements

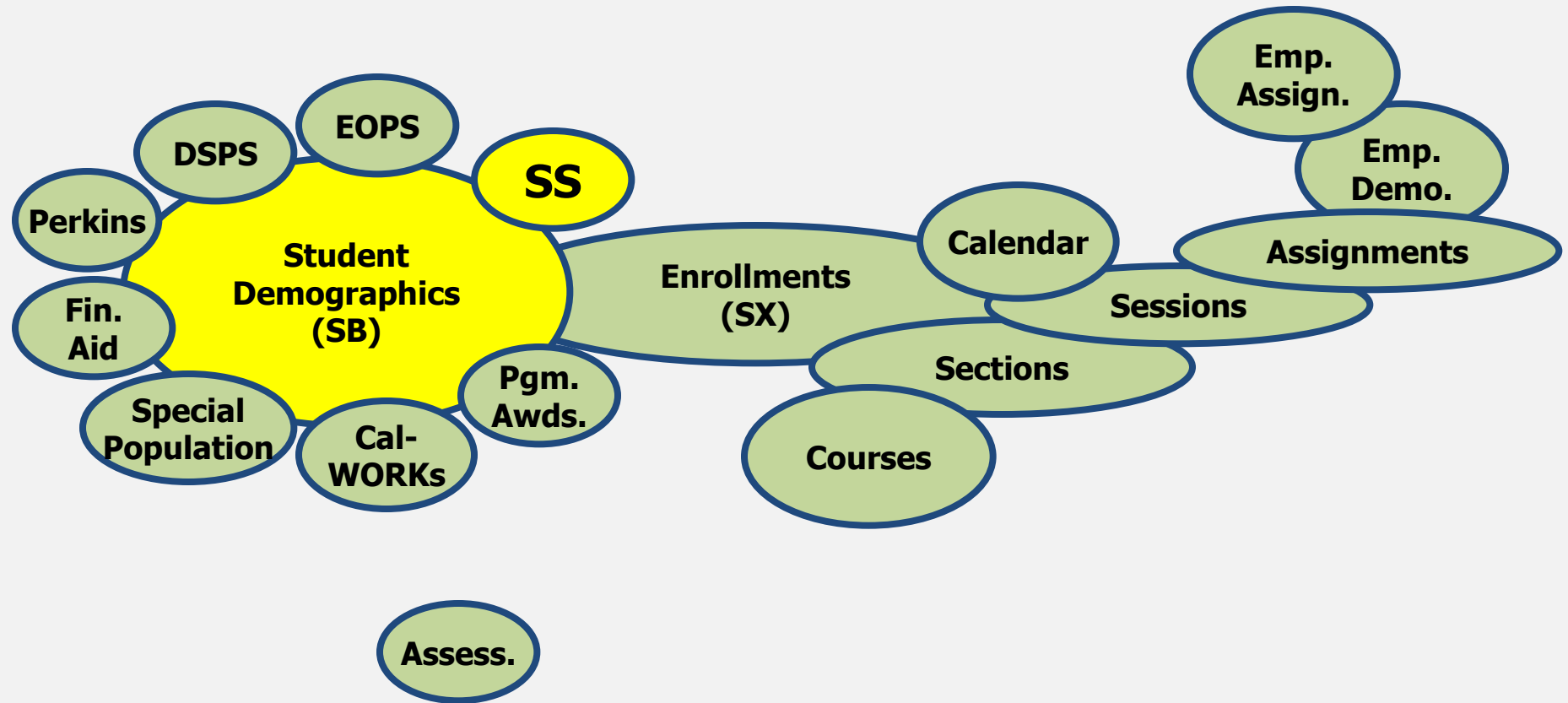
Report a Student Success record for each credit and noncredit student who:

- (1) enrolled in at least one class as of first census or later for daily or weekly census classes, or
- (2) attended at least one meeting of a positive attendance class, or
- (3) enrolled in at least one class that resulted in a notation on the student's official record, or
- (4) received pre-enrollment matriculation services.

You must submit a Student Basic record for each student reported.

The services are to be reported in the term they were received.

The Chancellor's Office Database



SS – Student Success Data File

DED#	DATA ELEMENT NAME
SS01	STUDENT-EDUCATIONAL-GOAL
SS02	STUDENT-COURSE-OF-STUDY
SS03	STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS
SS04	STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS
SS05	STUDENT-EDUCATION-PLAN-EXEMPT-STATUS
SS06	STUDENT-INITIAL-ORIENTATION-SERVICES
SS07	STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT
SS08	STUDENT-COUNSELING/ADVISEMENT-SERVICES
SS09	STUDENT-EDUCATION-PLAN
SS10	STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE
SS11	STUDENT-SUCCESS-OTHER-SERVICES



So What Changed in MIS?

- SM is retired after 2013-14; SS is optional in 2013-14 and required in 2014-15
- Retired the word “Matriculation”
- Revised goals
- Emphasized Program Control Number
- Eliminated Special Services Needs
- Exemptions revised to include Ed Plan
- Repurposed eliminated elements
- Added Educational Planning elements

Student-Educational-Goal (SS01)

1. The student's initial goal is collected in SB14 (Student Educational Goal)
2. After receiving services then goal data is collected again and reported in SS01
- 3. Updated each term**
4. If there were no changes during the term, the goal does not change from the last reported term.

Reject the submission if, out of all the **credit, non-special admit** students: 25% or more are undecided on their goal.

Student-Educational-Goal (SS01)

- A Obtain an associate degree and transfer to a baccalaureate granting institution
- B Transfer to a baccalaureate granting institution without an associate degree
- C Obtain a two-year associate degree without transfer
- E Earn a career technical certificate without transfer
- F Discover / formulate career interests, plans, goals
- G Prepare for a new career (acquire job skills)
- H Advance in current job / career (update job skills)
- I Maintain certificate or license (e.g. Nursing, Real Estate)
- J Pursue educational development (intellectual, cultural)
- K Improve basic skills in English, reading or math
- L Complete credits for high school diploma or GED
- M Undecided on goal
- N Move from noncredit coursework to credit coursework
- O University / 4-year college student taking courses to meet university / 4-year college requirements

SS01

DED#	DATA ELEMENT NAME	FORMAT
SS01	STUDENT-EDUCATIONAL-GOAL	X(01)
<p>This element describes the student's educational goal while enrolled in the reporting college and should be updated each term if the student notes a change during their academic career. This information is in addition to SB14 and is collected after that element has been recorded. The distinction between the elements is an important one: where SB14 records the <u>initial</u> goal of the student upon application, this element documents and confirms their current goal each term. After a student has reviewed assessment results, received orientation or other services which expand a student's understanding of the requirements necessary to achieve the goal, goal data is collected again and reported in STUDENT-SUCCESS-GOAL (SS01).</p>		
Enter primary goal only.		
Coding	Meaning	
A	Obtain an associate degree and transfer to a baccalaureate granting institution	
B	Transfer to a baccalaureate granting institution without an associate degree	
C	Obtain a two-year associate degree without transfer	
E	Earn a career technical certificate without transfer	
F	Discover / formulate career interests, plans, goals	
G	Prepare for a new career (acquire job skills)	
H	Advance in current job / career (update job skills)	
I	Maintain certificate or license (e.g. Nursing, Real Estate)	
J	Pursue educational development (intellectual, cultural)	
K	Improve basic skills in English, reading or math	
L	Complete credits for high school diploma or GED	
M	Undecided on goal	
N	Move from noncredit coursework to credit coursework	
O	University / 4-year college student taking courses to meet university / 4-year college requirements	
<p>This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes during the term, the goal does not change from the last reported term.</p>		



SS01

SS01 STUDENT-EDUCATIONAL-GOAL

Processing Edits	
FIELD CHECK	'A' thru 'O', except 'D' which is invalid
QUALITY CHECK	<p>Reject the submission if, out of all the credit, non-special admit students:</p> <p>25% or more have a value of 'M' (undecided on goal).</p>

SS01 STUDENT-EDUCATIONAL-GOAL

Change History
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

Student-Course-of-Study (SS02)

Enter:

Program Control Number (SP04) of a valid program
(*Program Control number is preferred*)

OR

TOP code (see SP01)

Updated each term

If there were no changes during the term, the course of study does not change from the last reported term.

Reject the submission if, out of all the **credit, non-special admit** students: 35% or more are Exempt and/or 45% or more have no Course of Study

Student-Course-of-Study (SS02)

Nonexempt students are required to identify a course of study after completing 15 semester units or 22 quarter units of degree-applicable credit course work, or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy. Once the student has identified a course of study, the district must provide the student with an opportunity to develop a comprehensive student educational plan pursuant to Title 5, Section 55524 within a reasonable time period.



SS02

DED#	DATA ELEMENT NAME	FORMAT
SS02	STUDENT-COURSE-OF-STUDY	X(06)
This element identifies the student's primary major or program area of emphasis.		

Coding

Enter the *Program Control Number (SP04)* of a valid program or *TOP code (see SP01)* at this college that most closely matches the student's course of study.

If a PCN is entered, left justify and space fill.

1. The Program Control Number is the preferred code.
2. This data element may be coded with 'YYYYYY' if the student is exempt from orientation, assessment, and educational plan development.
3. Enter '000000' if the student did not identify a course of study.
4. This element should be updated every reporting term to reflect the most current status of the student during the reporting term. If there were no changes or contact during the term, the student's course of study does not change from the last reported term.
5. Nonexempt students are required to identify a course of study after completing 15 semester units or 22 quarter units of degree-applicable credit course work, or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy. Once the student has identified a course of study, the district must provide the student with an opportunity to develop a comprehensive student educational plan pursuant to Title 5, Section 55524 within a reasonable time period.

SS02

SS02 STUDENT-COURSE-OF-STUDY

Processing Edits	
FIELD CHECK	'000000' or 'YYYYYY' or valid TOP Code (SP01) or valid Program Control Number (SP04)
INTEGRITY CHECK	<ol style="list-style-type: none"> 1. This element can be coded as 'YYYYYY' only when: Orientation Exempt Status (SS03), and Assessment Exempt Status (SS04), and Education Plan Exempt Status (SS05) are all coded as 'DO' or 'DY' or 'OY' or 'OD'. 2. If SS02= '000000' then SS09 (Education Plan) cannot = 'B' or 'C'.
QUALITY CHECK	<p>Reject the submission if, out of all the credit, non-special admit students:</p> <p>35% or more have a value of 'YYYYYY' (exempt) and/or</p> <p>45% or more have a value of '000000' (no course of study).</p>

SS02 STUDENT-COURSE-OF-STUDY

Change History
4/07/2014 Added 'B or' to integrity check 2.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

Student-Initial-Orientation-Exempt-Status (SS03)

The Student was directed to initial orientation services
Or

The Student was exempt from initial orientation services

- Student has completed an Associate or higher degree
- Student exempted based on other district criteria

Usually this value does not change over time. If there were no changes during the term, the initial orientation exempt status does not change from the last reported term.

SS03

DED#	DATA ELEMENT NAME	FORMAT
SS03	STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
This element indicates whether the student was directed to, or exempted from, initial orientation services as part of the student success process at the college.		
Coding	Meaning	
Student Directed To Initial Orientation Services		
A	Student was directed to initial orientation services.	
Student Exempted From Initial Orientation Services		
D	Student has completed an Associate or higher degree.	
O	Student exempted based on other district criteria.	
<ol style="list-style-type: none">Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.		

SS03

SS03 STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Orientation Exempt Status (SS03), and Initial Assessment Exempt Status (SS04), and Education Plan Exempt Status (SS05)</p> <p>must all be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Course of Study (SS02) as 'YYYYYY'.</p>
Change History	
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.	

Student-Initial-Assessment-Exempt-Status (SS04)

The Student was directed to initial testing services

OR

The Student was exempt from initial assessment services

- Student has completed an Associate or higher degree
- Student exempted based on other district criteria

Usually this value does not change over time. If there were no changes during the term, the initial assessment exempt status does not change from the last reported term.



SS04

DED#	DATA ELEMENT NAME	FORMAT
SS04	STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
This element indicates whether the student was directed to, or exempted from, initial assessment services as part of the student success process at the college.		
Coding	Meaning	
Student Directed To Initial Assessment Testing Services		
A	Student was directed to initial assessment testing services.	
Student Exempted From Initial Assessment Testing Services		
D	Student has completed an Associate or higher degree.	
O	Student exempted based on other district criteria.	
<ol style="list-style-type: none"> Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 		

SSO4

SS04 STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	Initial Orientation Exempt Status (SS03), and Initial Assessment Exempt Status (SS04), and Education Plan Exempt Status (SS05)
	must all be coded with a 'D' or 'O' (not 'A') in order to code: Course of Study (SS02) as 'YYYYYY'.
Change History	
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.	

Student-Education-Plan-Exempt-Status (SS05)

The Student was directed to counseling/advisement services or Education Plan development

OR

The Student was exempt from Education Plan development

- Student has completed an Associate or higher degree
- Student exempted based on other district criteria

Usually this value does not change over time. If there were no changes during the term, the Education Plan exempt status does not change from the last reported term.

SS05

DED#	DATA ELEMENT NAME	FORMAT
SS05	STUDENT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)
This element indicates whether the student was exempted from completing a student education plan or from counseling/advisement other educational services as part of the student success process at the college.		
Coding	Meaning	
Student Directed To Education Plan Development		
A	Student was directed to counseling/advisement services or Education Plan development.	
Student Exempted From Education Plan Development		
D	Student has completed an Associate or higher degree.	
O	Student exempted based on other district criteria.	
<ol style="list-style-type: none"> Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 		

SS05

SS05 STUDENT-EDUCATION-PLAN-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Orientation Exempt Status (SS03), and Initial Assessment Exempt Status (SS04), and Education Plan Exempt Status (SS05)</p> <p>must all be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Course of Study (SS02) as 'YYYYYY'.</p>
Change History	
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.	

Student-Initial-Orientation-Services (SS06)

Simple Yes or No (A or N)

Reported each term for services provided
during the term

A student enrolled at the reporting college for the equivalent of 3 academic years may be considered a new student for purpose of reporting

SS06

DED#	DATA ELEMENT NAME	FORMAT
SS06	STUDENT-INITIAL-ORIENTATION-SERVICES	X(01)
This element indicates whether the student received initial orientation services as a part of the student success process at the college.		
Coding	Meaning	
Student Received Initial Orientation Services		
A	Student did participate in initial orientation services.	
Student Did Not Receive Initial Orientation Services		
N	Student did not participate in initial orientation services.	
<ol style="list-style-type: none"> 1. This data element is reported each term for services provided during the term and is intended to capture the first substantive orientation provided a student as defined in title5, section 55521. If an additional orientation is provided during the same or subsequent term that service should be reported in SS11. 2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters), or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation. 3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable. 		

SS06

Processing Edits	
FIELD CHECK	A or N

Change History
10/10/2013 – Note 2 removed: If the orientation service provided generated FTES and is reported to the Chancellor's Office Fiscal Services Unit in the 320 report, do not report the orientation provided in SS06 for funding consideration.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

Student-Initial-Assessment-Services-Placement (SS07)

- Student received placement services based on alternative measures in lieu of an assessment test.
- Student received placement services based on assessment testing and alternate multiple measures
- Student received placement services based on placement results from other college or university
- Student received placement services based on Early Assessment Program (EAP) test results



Student-Initial-Assessment-Services-Placement (SS07)

Reported each term for services provided
during the term

A student enrolled at the reporting college for the equivalent of 3 academic years may be considered a new student for purpose of reporting

SS07

DED#	DATA ELEMENT NAME	FORMAT
SS07	STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)
<p>This element indicates whether the student received assessment services for initial course placement as a part of the student success process of the college.</p> <p>Report all that apply.</p>		
Coding	Meaning	
0	No, service not provided	
1	Yes, service provided	
Position	Type of Assessment Service Provided	
1	Student received placement services based on alternative measures in lieu of an assessment test.	
2	Student received placement services based on assessment testing and alternate multiple measures.	
3	Student received placement services based on placement results from other college or university.	
4	Student received placement services based on Early Assessment Program (EAP) test results.	

SS07

1. This data element is reported each term for services provided during the term and is intended to capture initial assessment for placement in English, Math, or ESL as defined in title 5 section 55522. Retesting should be reported in SS11.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. Multiple assessment service options may be reported.
5. If the student did not receive initial assessment placement services, the data element should be reported as '0000'.

SS07 STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT

Processing Edits

FIELD CHECK	0 or 1 in each position
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SS07 STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT

Change History

Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

Student-Counseling/Advisement-Services (SS08)

The student received counseling/advisement services, **other than** the development of a Student Education Plan during the reporting term

Counseling or advising services provided thru another categorical program should be included for purposes of reporting.

Reported each term for services provided **during the term**



Student-Counseling/Advisement-Services (SS08)

What are Counseling/Advisement Services?

Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during **individual appointments or group** advising/counseling.

SS08

DED#	DATA ELEMENT NAME	FORMAT
SS08	STUDENT-COUNSELING/ADVISEMENT-SERVICES	X(01)
This element indicates whether the student received counseling/advisement services, other than the development of a Student Education Plan, during the reporting term.		
Coding	Meaning	
Student Received Counseling / Advisement Services		
A	Student received counseling/advisement services during the reporting term.	
Student Did Not Receive Counseling / Advisement Services		
N	Student did not participate in counseling or advisement services during the reporting term.	
<ol style="list-style-type: none"> 1. Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments or group advising/counseling. 2. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided thru another categorical program should be included for purposes of reporting. 3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable. 4. The development of a Student Education Plan is reported in Student-Education-Plan (SS09). 		

S S O 8

Processing Edits	
FIELD CHECK	A or N

Change History
10/10/2013 Note 1 Modified - The following statement removed: Do not include counseling or advising that occurs in a class for which apportionment is generated.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

Student-Education-Plan (SS09)

Abbreviated Education Plan:

- One or two terms in length
- Typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college that can be completed by taking 1-4 courses (short term CTE certificates, ESL, or basic skills).
- For the DSPS program, the Student Education Contract (SEC) may be used to meet the abbreviated education plan.

Comprehensive Education Plan:

- At least 2 terms in length and should reflect the number of terms **required to achieve the student's declared course of study.**
- Student Education Plans completed through other programs, such as DSPS, EOPS/CARE, CalWORKs, and others may be included for reporting purposes
- **If the student receives a comprehensive education plan then the student must identify a course of study (reported in SS02)**

****May have both in the same term****

SS09

DED#	DATA ELEMENT NAME	FORMAT
SS09	STUDENT-EDUCATION-PLAN	X(01)
This element indicates whether the student developed an education plan at the college in the term reported.		

Coding	Meaning
Type of Student Education Plan Developed During the Term	
A	Student developed an <i>abbreviated</i> education plan.
C	Student developed a <i>comprehensive</i> education plan.
B	Student developed an <i>abbreviated</i> and a <i>comprehensive</i> education plan.
Student Did Not Complete an Education Plan During the Term	
N	Student did not complete an education plan during the term.

1. An abbreviated education plan is one or two terms in length and is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college that can be completed by taking 1-4 courses (short term CTE certificates, ESL, or basic skills). For the DSPS program, the Student Education Contract (SEC) may be used to meet the abbreviated education plan.
2. A comprehensive education plan is at least 2 terms in length and should reflect the number of terms required to achieve the student's declared course of study.
3. SS09 is intended to capture information on education plans as defined in Title5, Section 55524. Once an abbreviated and/or a comprehensive education plan is developed, revisions are reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES).
4. A student enrolled at the reporting college after an absence of:
 six or more primary terms (semester schedule), or
 nine or more primary terms (quarter schedule), or
 the equivalent of 3 academic years,
 may be considered a new student for the purpose of reporting the development of initial education plans.

5. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
6. Student Education Plans completed through other programs, such as DSPS, EOPS/CARE, CalWORKs, and others may be included for reporting purposes.
7. **Title 5 § 55524. Student Educational Plan.**
 - (a) Each community college district shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select an specific educational goal and course of study within a reasonable time after admission as required by Section 55530 (d). This shall include, but not be limited to, the provision of counseling as required by Section 55523(a)(2).
 - (b) Districts shall provide students with an opportunity to develop student education plans that are either:
 - (1) Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate; or
 - (2) Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.
 - (cb) Once a continuing nonexempt student has selected an specific educational goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student educational plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required and available to achieve the stated goal.

SS09

SS09 STUDENT-EDUCATION-PLAN

Processing Edits	
FIELD CHECK	A, B, C or N
INTEGRITY CHECK	If SS09 = 'B' or 'C' then SS02 (Course of Study) cannot = '000000' (not identified).
Change History	
4/7/2014 Added 'B Student developed an <i>abbreviated</i> and a <i>comprehensive</i> education plan.'	
Added 'B or' to integrity check.	
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.	

Student-Academic-Progress-Probation-Service (SS10)

Student received academic progress/probation support intervention/service.

Student facing dismissal received support service

Examples: academic probation intervention/services, student success workshops, etc.

Exclusions: Tutoring; early alert notification through college's Student Information System (SIS) that do not result in the delivery of a service.

Reported each term for services provided **during the term**

SS10

DED#	DATA ELEMENT NAME	FORMAT
SS10	STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE	X(01)
This element indicates whether a student on academic or progress probation, or facing dismissal received support services during the reporting term.		
Coding	Meaning	
Student Received Academic/Progress Probation Service		
A	Student received academic or progress probation support intervention/service.	
C	Student facing dismissal received support service.	
Student Did Not Receive Academic/Progress Probation Service		
N	Student did not receive academic/progress probation or dismissal support service.	
<ol style="list-style-type: none"> Report activity to support a student's academic progress in this element. These activities can include, but are not limited to, the following examples: academic/progress probation intervention/services, student success workshops, etc. Exclusions: Tutoring; early alert notification through college's Student Information System (SIS) that do not result in the delivery of a service. This data element is reported each term for services provided during the term. SS10 is intended to capture information on services for students on academic progress or probation as described in Title5, section 55525. Follow-up services for other at-risk students as described in section 55525 should be reported in SS11. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable. 		

SS10

SS10 STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE

Processing Edits	
FIELD CHECK	A, C or N

SS10 STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE

Change History	
10/10/2013	Updated Note 1: Removed from exclusions: and student success courses for which apportionment is generated
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.	

Student-Success-Other-Services (SS11)

1. Student received other orientation service
2. Student received career, interest, or subsequent placement assessment services
3. Student received other follow-up education planning service
 - Intended to capture subsequent education plan development or revisions.
4. Student received other academic progress service

Reported each term for services provided **during the term**

SS11

DED#	DATA ELEMENT NAME	FORMAT
SS11	STUDENT-SUCCESS-OTHER-SERVICES	X(04)
This element indicates whether a student received other types of student success support services during the reporting term, including: placement assessment retesting, career interest assessment and exploration, assessment for placement in other disciplines besides English, Math or ESL, other orientations beyond the initial orientation, or other education planning or follow-up services.		
Coding	Meaning	
0	No, service not provided	
1	Yes, service provided	
Position	Type of Assessment Service Provided	
1	Student received other orientation service.	
2	Student received career, interest, or subsequent placement assessment services.	
3	Student received other follow-up education planning service.	
4	Student received other academic progress service.	
<p>1. Report follow-up activity to support a student's academic progress in this element. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. Activities can include, but are not limited to: career or interest assessments, assessments for placement in other disciplines besides English, Math, or ESL, student success workshops, etc.</p> <p>Exclusions: Tutoring; early alert notification through college's Student Information System (SIS) that do not result in the delivery of a service.</p> <p>'3-other follow-up education planning service' is intended to capture subsequent education plan development or revisions.</p> <p>'4' is intended to capture student success workshops not reported in positions 1, 2, or 3, or other follow-up services not reported elsewhere.</p> <p>2. This data element is reported each term for services provided during the term.</p> <p>3. If the student did not receive other student success services, the data element should be reported as '0000'.</p>		

SS11

4. Multiple options may be reported for the term.
5. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

SS11 STUDENT-SUCCESS-OTHER-SERVICES

Processing Edits

FIELD CHECK	0 or 1 in each position.
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SS11 STUDENT-SUCCESS-OTHER-SERVICES

Change History

10/10/2013 Updated Note 1:

Removed from exclusions:
"and student success courses for which apportionment is generated"

Modified
'4' may include early degree audit /graduation check, dean's list, etc.

Optional for Academic Year 2013-14. **Mandatory starting Summer 2014.**

Best Practices

External Data Sources

- Review and clarify coding; consider using the same codes whenever possible
- Specify a designator for each external data source

MIS Reporting

- Establish a process to capture SB data
- Review Program Control Numbers/TOPS Codes
 - Are there students in your system with an invalid PCN/TOPS that need review?
- Educational Plan and SS02



Noncredit Items Under Consideration

Funding

- Not finalized

MIS Reporting

- Educational Plan – add SS09 code for noncredit plan
- Credit/Noncredit Reporting Options
 - Report under a separate DICD code to split credit and noncredit MIS Submissions
 - Revise SB15 (Student Enrollment Status) to designate noncredit student and update the SS file format to include the designation; allow multiple student records in SS for credit and noncredit
- Workgroup to review data elements with representation from schools with common EAS systems (Banner, Datatel, PeopleSoft)



Questions?

Thank You

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Chancellor's Office
California Community Colleges