

## ICCB Adult Education / Literacy Quarterly Report

Complete the Programmatic Quarterly Report using your approved AELFA Work Plan and DAISI data. Information on the report requirements can be found in Section 12 of the Adult Education Provider Manual.

There are three sections: Section 1: DAISI Data, Section II: Work Plan Updates, and Section III: Student Success Stories.

The ICCB AEL Division staff, including Regional Support and the Senior Director for Adult Education and Literacy will review the reports with the approved work plan and provide feedback on progress toward goals, resources to assist programs in specific and targeted areas, and either an approval or denial for requests to change the Work Plan.

Submit to [iccb.ael.compliance@illinois.gov](mailto:iccb.ael.compliance@illinois.gov)

<b>Program Name:</b>	
<b>Date Submitted:</b>	
<b>Quarterly Reporting for the Period:</b>	<input type="checkbox"/> Due Quarter 1: July 1– September 30 Due October 30 <input type="checkbox"/> Quarter 2: October 1– December 31 January 30 <input type="checkbox"/> Quarter 3: January 1 – March 30 Due April 30 <input type="checkbox"/> Quarter 4: April 1 – June 30 Due July 30

**SECTION I: DAISI DATA**

Using information from DAISI, address the following:

<b>NRS Reportable Students</b> (with a minimum of 12 attendance hours) This number should be the total students on the NRS Performance PoPs Report.
<b>Student Enrollment Projections from your work plan:</b>
<b>Progress toward goals.</b>
<b>What supports do you need from ICCB to assist you in meeting your enrollment projection?</b>
<b>ICCB Response</b>
<b>NRS Performance Target</b> This number should match the overall MSG rate on the NRS Performance PoPs Report (Table 4, Column I, "Total" row)
<b>Minimum Required EOY Goal: 41%</b>
<b>Progress toward goals.</b>
<b>What supports do you need from ICCB to assist you in meeting the MSG target rate?</b>
<b>ICCB Response</b>

**Progress towards goals**

You can find your Post Testing data, one component of Progress Toward Goals, in the Testing Data Table on page 12 of the NRS Performance PoPs Report. Use the Overall post-test rate **including** ABE Level 6. In your narrative, also indicate the percentage of students in workplace literacy or ICAPS.

**Minimum Required EOY Goal: 65%**

**Progress toward goals.**

**What supports do you need from ICCB to assist you in meeting the minimum required post-testing goal?**

**ICCB Response**

**Data Entry** Review the feedback from your Data Quality Checklist.

Quarterly update: Have all data been entered on time?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have all ICAPS /IET students been designated as such on the student status page.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have all Bridge courses been designated as such on the Course Details page?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have all Industry Recognized Credentials been reported on the Goals/Achievement page?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**If appropriate, how have you addressed feedback from the ICCB on the Data Quality Checklist?**

**What supports do you need from ICCB to assist you in meeting the minimum required data entry goal?**

**ICCB Response**

--

## SECTION II: WORK PLAN UPDATE REPORT

Use your Approved Work Plan and identify the goals and activities set for the specific reporting period, address your progress toward the goals, and discuss any supports needed from the ICCB.

- Identify the goals and objectives from each of the seven activities.
- Provide updates and program specific action steps on progress toward goals.
- Indicate if there are any supports from ICCB that will help you toward your goals.
- Indicate if there are any requests to modify the approved work plan.

\*Note: Not all requests for changes will be approved.

<b>1. WIOA Partnership and Collaboration</b>
<b>Goals / Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>

<b>2. Program Design</b>
<b>Goals / Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>

<b>3. Recruitment and Retention</b>
<b>Goals / Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>

<b>4. Instruction and Assessment</b>
<b>Goals/Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>



<b>5. Support and Service</b>
<b>Goals/Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>

<b>6. Professional Development</b>
<b>Goals/Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>

<b>7. Contextualized Instruction, Bridge, and IET</b>
<b>Goals/Objectives</b>
<b>Key Activities and Progress Toward Goals</b>
<b>What supports do you need from ICCB?</b>
<b>ICCB Response</b>
<b>Identify any modifications requested for your Approved Work Plan</b>
<b>ICCB Approval or Comments</b>

**SECTION 3: STUDENT SUCCESS STORY**

Share a student success story. **You are required to submit at least one success story in the fiscal year.** These stories may be shared in annual adult education reports.

---

**Name**

---

**Title**

---

**Signature**

---

**Date**