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*

Program Name:	
Date Submitted:	
Quarterly Reporting for the Period:	☐ Quarter 1: July 1– September 30 Due October 30 ☐ Quarter 2: October 1– December 31 Due January 30 ☐ Quarter 3: January 1 – March 30 Due April 30 ☐ Quarter 4: April 1 – June 30 Due July 30

SECTION I: DAISI DATA

Using information from DAISI, address the following:

NRS Reportable Students (with a minimum of 12 attendance hours) This number should be the total students on the NRS Performance PoPs Report.
Student Enrollment Projections from your work plan:
Progress toward goals.
What supports do you need from ICCB to assist you in meeting your enrollment projection?
ICCB Response
NRS Performance Target This number should match the overall MSG rate on the NRS Performance PoPs Report (Table 4, Column I, "Total" row)
Minimum Required EOY Goal: 44.7%
Progress toward goals.
What supports do you need from ICCB to assist you in meeting the MSG target rate?
ICCB Response

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?		Yes		No
Have all ICAPS /IET students been designated as such on the student status page.		Yes		No
Have all Bridge courses been designated as such on the Course Details page?		Yes		No
Have all Industry Recognized Credentials been reported on the Goals/Achievement page?		Yes		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.

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

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

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

4. Instruction and Assessment

Goals/Objectives

Key Activities and Progress Toward Goals

What supports do you need from ICCB?

ICCB Response

Identify any modifications requested for your Approved Work Plan

ICCB Approval or Comments

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

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

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

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**