

FY 2017

Calculating EPE Projections

Email sent to all EPE Programs

SA160.1 Reminder

EPE [EPE@nysed.gov]

To: Erik Lindell [Erik.Lindell@nysed.gov]

Thursday, January 05, 2017 9:15 AM

SA 160.1 DUE DATES

This is a reminder that the SA160.1 is due to be faxed (518 486-1751) or emailed to this mailbox (EPE@mail.nysed.gov) on **February 3, 2017** to claim EPE hours from **July 1, 2016 through December 31, 2016**. This form is only available through ASISTS.

A review of the submission process follows:

- **February 2, 2017** – All EPE related data must be entered into ASISTS on or before this date
- **February 3, 2017** – All EPE programs must print out their SA160.1's (Part 2 and Part 3) from ASISTS and fax (518 486-1751) or email (EPE@mail.nysed.gov) to NYSED (please remember, the SA160 MUST be printed or saved on **February 3, 2017** any other date **will not be accepted**)
- Full year projections **MUST** be included on all SA160.1 documents (they will not be accepted without full year projections)
- Full year projections are critical this year as reallocations will be made based on your projections. Should you need assistance in calculating your projections, please contact your NYSED Regional Liaison

February 20, 2017 – NYSED must receive hard copies of the SA 160.1s signed by the Superintendent via mail service. **Original signature copies** should be mailed to:

**NYSED
AEPP
89 Washington Ave
Room 460 EBA
Albany, NY 12234**

EPE SA160.1

- Funding Reports FY 2017 ▶
- NRS Tables
- NRS Tables Data Check
- NRS Data Checks
- Program Evaluation
- EPE Reports** ←
- CTEDS Reports
- SASS Reports

EPE Claim Part 2 160.1 (Jul 01 - Dec 31)

> Current AgencyID: **GCSD**
> Selected Report Category : **EPE Reports**

Run Report

Select & Change Report

- EPE Claim Part 2 160.1 (Jul 01 - Dec 31)** ←
- EPE Claim Part3 160.1 (Jul 01 - Dec 31)
- Students Included in EPE Reports (Jul 01 - Dec 31)
- Students Included in EPE Reports by Class (Jul 01 - Dec 31)
- Students Under 21 (Jul 01 - Dec 31)
- EPE Class Analysis by Age & Hours (Jul 01 - Dec 31)
- Students Enrolled not Counted (Jul 01 - Dec 31)
- EPE Claim Part 1 160.2 (Jan 01 - Jun 30)
- EPE Claim Part 2 160.2 (Jan 01 - Jun 30)
- EPE Claim Part3 160.2 (Jan 01 - Jun 30)
- Students Included in EPE Reports (Jan 01 - Jun 30)
- Students Included in EPE Reports by Class (Jan 01 - Jun 30)
- Students Under 21 (Jan 01 - Jun 30)
- EPE Class Analysis by Age & Hours (Jan 01 - Jun 30)
- EPE Amendment Log
- EPE Student Amendment Summary
- Students Enrolled not Counted (Jan 01 - Jun 30)

Full Year Projections

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
Line 1	Traditional Adult Education	1,382.50	85		
Line 2	Distance Learning Education	6,144.00	73		
Line 6	TOTAL	7,526.50	158		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

**** PLEASE NOTE: Required Full-Year Projections section. Full-Year Projections (7/1/16-6/30/17) = First period claim (7/1/16-12/31/16) PLUS Contact Hours expected to be claimed in the second period (1/1/17-6/30/17).**

EPE Monthly Report from 2016

- Funding Reports FY 2016
- NRS Tables
- NRS Tables Data Check
- NRS Data Checks
- Program Evaluation
- EPE Reports**
- CTEDS Reports
- SASS Reports

Select & Change Report

- Students Included in EPE Reports by Class (Jul 01 - Dec 31)
- Students Under 21 (Jul 01 - Dec 31)
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- EPE Amendment Log
- EPE Student Amendment Summary
- Students Enrolled not Counted (Jan 01 - Jun 30)

- EPE Students Missing Pre or Post Tests
- EPE Monthly Report Part 2**
- EPE Monthly Report Part 3
- EPE Students not in NRS
- EPE GED Outcome
- EPE Non Matching Funding Source
- EPE Students Turning 21

EPE Monthly Report from 2016

EPE Report by Month Students without a High School Diploma or Equivalent

Please Note: For Distance Learning, this report shows all packet hours entered for eligible EPE students, regardless of the Instructional Hours entered.
 For all categories, hours shown are all hours for eligible EPE students. Testing rules are not reflected.
 Total unique students counted is an unduplicated number. Individual students may have accumulated hours in multiple categories.

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Traditional Adult Education	25	19	38	47	35	35	38	35	37	43	38	35
	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /
	168 Hours	125 Hours	243.75	306.5	166.75	161.5	321.75	327.75	311.25	323.75	261.75	238.25
			Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours

Unique Students Counted	139
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	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Distance Learning Education	58	63	68	55	59	54	58	61	61	61	62	67
	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /	Students /
	1380 Hours	2256 Hours	1404 Hours	1224 Hours	1356 Hours	1104 Hours	1344 Hours	1392 Hours	2028 Hours	1392 Hours	1452 Hours	1572 Hours

Unique Students Counted	131
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How to Calculate Full Year Projections

- Take the contact hours from the first half of the year:

July 1, 2016 thru December 31, 2016 that appears on the SA160.1 Claim Form generated out of ASISTS

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
Line 1	Traditional Adult Education	1,382.50	85		
Line 2	Distance Learning Education	6,144.00	73		
Line 6	TOTAL	7,526.50	158		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

**** PLEASE NOTE: Required Full-Year Projections section. Full-Year Projections (7/1/16-6/30/17) = First period claim (7/1/16-12/31/16) PLUS Contact Hours expected to be claimed in the second period (1/1/17-6/30/17).**

How to Calculate Full Year Projections

- Then add the last six months of the prior year's EPE generated as noted on the previous years EPE monthly report

EPE Report by Month Students without a High School Diploma or Equivalent

Please Note: For Distance Learning, this report shows all packet hours entered for eligible EPE students, regardless of the Instructional Hours entered. For all categories, hours shown are all hours for eligible EPE students. Testing rules are not reflected. Total unique students counted is an unduplicated number. Individual students may have accumulated hours in multiple categories.

	July	August	September	October	November	December	January	February	March	April	May	June
Traditional Adult Education	25 Students / 168 Hours	19 Students / 125 Hours	38 Students / 243.75 Hours	47 Students / 306.5 Hours	35 Students / 166.75 Hours	35 Students / 161.5 Hours	38 Students / 321.75 Hours	35 Students / 327.75 Hours	37 Students / 311.25 Hours	43 Students / 323.75 Hours	38 Students / 261.75 Hours	35 Students / 238.25 Hours
	Unique Students Counted											139
Distance Learning Education	58 Students / 1380 Hours	63 Students / 2256 Hours	68 Students / 1404 Hours	55 Students / 1224 Hours	59 Students / 1356 Hours	54 Students / 1104 Hours	58 Students / 1344 Hours	61 Students / 1392 Hours	61 Students / 2028 Hours	61 Students / 1392 Hours	62 Students / 1452 Hours	67 Students / 1572 Hours
	Unique Students Counted											131

January 321 + February 327 + March 311 + April 323 + May 261 + June 238 = 1,781
 And add that to the CURRENT first six months of the CURRENT year

How to Calculate Full Year Projections

- The CURRENT six month total is 1,382 plus the previous six month total of 1,781 = 3,163

- This process is repeated for any other Line that appears on the program's SA160

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
Line 1	Traditional Adult Education	1,382.50	85	3,163	
Line 2	Distance Learning Education	6,144.00	73		
Line 6	TOTAL	7,526.50	158		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

**** PLEASE NOTE: Required Full-Year Projections section. Full-Year Projections (7/1/16-6/30/17) = First period claim (7/1/16-12/31/16) PLUS Contact Hours expected to be claimed in the second period (1/1/17-6/30/17).**

Similar Process for Projecting Enrollment

- The easiest method is to go back to the previous years' Monthly Report and pull the total enrollment from that report.

EPE Report by Month Students without a High School Diploma or Equivalent

Please Note: For Distance Learning, this report shows all packet hours entered for eligible EPE students, regardless of the Instructional Hours entered. For all categories, hours shown are all hours for eligible EPE students. Testing rules are not reflected. Total unique students counted is an unduplicated number. Individual students may have accumulated hours in multiple categories.

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Traditional Adult Education	25 Students / 168 Hours	19 Students / 125 Hours	38 Students / 243.75 Hours	47 Students / 306.5 Hours	35 Students / 166.75 Hours	35 Students / 161.5 Hours	38 Students / 321.75 Hours	35 Students / 227.5 Hours	37 Students / 311.25 Hours	43 Students / 323.75 Hours	38 Students / 261.75 Hours	35 Students / 288.25 Hours
	Unique Students Counted											139
Distance Learning Education	58 Students / 1380 Hours	63 Students / 2256 Hours	68 Students / 1404 Hours	55 Students / 1224 Hours	59 Students / 1356 Hours	54 Students / 1104 Hours	58 Students / 1344 Hours	61 Students / 1392 Hours	61 Students / 2028 Hours	61 Students / 1392 Hours	62 Students / 1452 Hours	67 Students / 1572 Hours
	Unique Students Counted											131

How to Calculate Full Year Projections

- The total enrollment from the previous year was 139 so that becomes the projection for the current year

- This process is repeated for any other Line that appears on the program's SA160

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
Line 1	Traditional Adult Education	1,382.50	85	3,163	139
Line 2	Distance Learning Education	6,144.00	73		
Line 6	TOTAL	7,526.50	158		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

Caution: this method will not work when a program has experienced a significant growth or reduction in services

Programming NOT Recorded in ASISTS Must Project Manually From Their Own Records

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
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Line 2	Distance Learning Education	6,144.00	73		
Line 6	TOTAL	7,526.50	158		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

**** PLEASE NOTE: Required Full-Year Projections section. Full-Year Projections (7/1/16-6/30/17) = First period claim (7/1/16-12/31/16) PLUS Contact Hours expected to be claimed in the second period (1/1/17-6/30/17).**

