

CAREERS DATA REPORTING GUIDE

For Education Alliance CAREERS Subrecipients

Introduction

The CAREERS (Career Acceleration, Readiness Experiences & Employment for Regional Students) program exists to provide students with career pathways in manufacturing and healthcare after high school. This program is funded by the Appalachian Regional Commission (ARC) ARISE grant and is designed to serve underserved students in the region. Since this is a federally funded program, data reporting from our partners is extremely important.

The program data will be collected in a secure online portal for each one of the five communities of practice - see cohort access links and abbreviations below:

CAREERS Partner Cohorts				*Editors/viewers access will be LIMITED to the spreadsheets for their cohort.
Name	Industry	Abr v.	Partners Involved	LINK
Toyota WV/ Kanawha	Manufacturing	M1	Toyota WV Kanawha County Schools	M1 Data Reporting Link
Toyota WV/ Putnam	Manufacturing	M2	Toyota WV Putnam County Schools	M2 Data Reporting Link
Toyota MS/ New Albany	Manufacturing	M3	Toyota MS New Albany Schools	M3 Data Reporting Link
WVUM/ Monongalia	Health care	H1	WVU Medicine Ruby/Children's Monongalia County Schools	H1 Data Reporting Link
WVUM/ Jefferson	Health care	H2	WVU Medicine Jefferson Medical Center Jefferson County Schools	H2 Data Reporting Link

Definitions

Students Served (Output) - overall number of students served in each county by the program, divided into two programmatic levels:

- 9th and 10th grade students served = student that participated, **AND completed survey**, in career awareness and/or career pathway activity with an official CAREERS industry partner (e.g. onsite industry visit to WVUM hospital/clinic or Toyota site, in school presentation by WVUM hospital/clinic or Toyota representative, virtual presentation by WVUM hospital/clinic or Toyota).
- 11th and 12th grade students served = student enrolled in MedEd or 4T program

Students Improved (Outcome) - overall number of students in each county that demonstrated improvement by:

- 9th and 10th grade students improved = student that completed the official CAREERS student survey and selected improved “a little” , “some” or “alot” to be designated as improved.
- 11th and 12th grade students improved = student shows improvement by:
 - Obtaining a certificate OR
 - dual credit OR
 - Completing the MedEd or 4T program

Participants Served (Output) - overall number of individual family members (parent, guardian, grandparent, aunt/uncle etc.) who participate in official CAREERS activity (e.g. signing day, graduation day, industry tour etc.). For example, if Mom, Dad, and Student A show up to the Signing Ceremony. You will only count 2 family members served. (DO NOT count the students in this metric).

Programs Implemented (Outcome) - The number of pathways created over the 3 years.

- EA will work with partners to collect this data. No report submissions will be required in the Sheetgo portal

Reporting Frequency

Metric	Reporting Frequency
Number of students served in 9-10 grade	No reporting required. This data will be automatically collected each time students participate in the survey
Number of students improved in 9-10 grade	No reporting required. This data will be automatically collected each time students participate in the survey
Number of students served in 11-12 grade (tracked by graduating class)	Annually at the <i>beginning</i> of each school year
Number of students improved in 11-12 grade (now tracked by graduating class)	Minimum of quarterly, however partners have the option of tracking improvement in real time (e.g. partners may choose to report the certificates achieved for each student monthly or as frequently as they choose)
Number of family members served	Quarterly

Quarterly Due Dates

Quarter	Period	Due Date
Q1	July 1 - Sept. 30	10/15
Q2	October 1 - Dec. 30	01/15
Q3	January 1 - March 30	04/15
Q4	April 1 - June 30	07/15

9th -10th Grade Student Survey Instructions

In order to collect data regarding 9th and 10th grade students served, partners should ensure that each student **completes the following survey after participating** in career awareness and/or career pathway activity with an official CAREERS industry partner (e.g. onsite industry visit to WVUM hospital/clinic or Toyota site, in school presentation by WVUM hospital/clinic or Toyota representative, virtual presentation by WVUM hospital/clinic or Toyota.) The survey asks students these 5 questions:

1. Student First Name
2. Select your grade*
3. I attend school in* (dropdown menu provided with all school systems names)
4. How much did this CAREERS activity help you understand about these types of career opportunities* (dropdown menu provided with 4 answer options (A lot, Some, A little, Not at all)
5. One thing I learned today was (long answer):

After each student submits the survey, the survey data will be automatically populated in the appropriate partner reports.

Students can access the survey using this URL:

<https://sheetgo.io/RcCChdp>

OR this QR code:



[Link to Download](https://sheetgo.io/RcCChdp)

BEST PRACTICE* - although not required, partners may want to provide “QR code” stickers for participating Instructors, educators, etc to include on their lanyards or notebooks for convenient, easy access to the survey

11th and 12th Grade Student Data and Family Data Instructions

Each Reporting spreadsheet will feature two main tabs: Family Member Participant Questions and Student Class tabs. The following instructions were introduced in the 11/29/2023 Data & Reporting Subcommittee Meeting. You can view the presentation from that meeting, as well as the recording of it, in [this Google drive folder](#).

1. Family Member Participant data reporting must be completed (minimally) on a **Quarterly Basis**. 4T rows will be hidden if you're reporting for MedEd, and the MedEd rows will be hidden if you are reporting for 4T. The rows will report the number of family members that participated in each activity in the appropriate row (Industry Site Tour, Program Information Session, Signing Day, Graduation Ceremony, or Other CAREERS Activity.) NOTE*- do not DUPLICATE family members count for a single activity. For example, if 13 family members participate in a "Site Tour" on the same day as "Signing Day" the partner may choose to report 13 in either Site Tour OR Signing Day, but not in both activities.
2. Note: Both programs are required to fill out the Media rows (highlighted in Yellow)
 - a. List the number of media events
 - b. Insert the URL of any media coverage. See below:

c.

1 Family Member Participant Questions		Jul-2023	Aug-2023	Sep-2023
2	Mfg # of Family Members joined Industry site tour			
3	Mfg # of Family Members joined Program Information Session			
4	Mfg # of Family Members joined Signing Day			
5	Mfg # of Family Members joined Graduation Ceremony			
6	Mfg # of Family Members joined Other Activity			
7	TOTAL	0	0	0
14	Media			
15	URL			

3. 11-12 Grade Student Class data reporting -
 - a. All participating 11-12 graders should be entered according to their Unique Student Identification Number **on the appropriate Class Tab** in which they will graduate high school. (2024, 2025, 2026, 2027, 2028).
 - b. Class Tabs need to be filled out **at least annually**. However, if 11th graders are entered in the appropriate Class Tab, you do NOT need to re-enter them when they matriculate to 12th grade, you will simply continue adding data (certificates, hours on site etc.) for each student. Start by filling out the Demographic Data. The Unique Student Identification Number and the Name of the High School are the only two you will need to type in. The rest are completed by dropdown. See below:

Students Improved						
	Unique Student Identification Number	School	Low SES	Gender	Ethnicity	
Students Enrolled in MedEd OR 4T Academy : 12th Grade						
1	0		▼	▼	▼	
2	0		▼	▼	▼	
3	0		▼	▼	▼	
4	0		▼	▼	▼	
5	0		▼	▼	▼	
6	0		▼	▼	▼	

c.

- d. As you scroll to the right in the Class Tab, certificates that each student received is listed (*please note that these columns will develop as certificate opportunities for each cohort develop*). For each certificate that a specific student earns, answer “1” or “0” in each category.
- e. Next, you will need to track the number of hours that each student has spent on the industry site in **decimal form** (*if your process includes tracking hours and minutes, you can use [this calculator](#) to convert to decimal*).
- Please note:
- i. For 11th graders, this will include all onsite observation, mentoring, training hours that take place at the industry site.
 - ii. For 12th graders, this will include both their first semester onsite observation/mentoring hours as well as the time that they spend working onsite for their paid internship.
- f. For 12th graders, input the amount of dollars they’ve earned in column AL **once they have completed their paid internship**.
- g. The final columns’ purpose is to track who is dropping out of the program and why. Here, you simply choose from the drop down options for each student or explain their reason for exiting the program if the available options don’t apply. See below:

Notes		
Program Completion Status	Reason for Exiting Early (Dropdown Menu)	Other (please explain)
Continuing/Active		Schedule Conflict with Extracurricular Activities
Successfully Completed		Parents' Choice
Exited Early		Changed Schools
		Dropped Out of School
		Too much work
		Change in Career Ambitions
		Other: (Please Explain)

h.

4. Complete this process for every 11th and 12th grader that is in your program.

Thank you for your time to report data on your program.
 Please forward any data questions to Allison Stickel at allison@educationalliance.org.