

Data Entry Element Guide

Open Doors Youth Reengagement

Purpose

At the end of each year, data must be collected from Open Doors Youth Reengagement [service providers](#). This is a quick reference guide for the data entry elements that program providers must complete.

District responsibilities

Districts shall provide each program's contracted or partnering service provider with an excel template for the End of Year (EOY) Data Collection. Districts can reference the [Instructions](#) for directions.

This Data Entry Element Guide is the description of data collection elements, and it should be provided to all program partners and staff who responsible for data input and entry.

ESD Consortiums

If the program is a consortium model, then the consortium is tasked with gathering and providing the data to the sending/home district. The home district is tasked with completing the end-of-year reporting, except in some locations where the consortium/ESD opt into doing the completion of the end-of-year reporting on the school district's behalf.

Partners and contractors

Near the end of each school year, expect to receive an excel spreadsheet (template) from the district you partner with for Open Doors Youth Reengagement.

- The excel template provided by the district is usually pre-populated with student data and contains several blank fields.
- It is the service provider's role (partner and/or contractor) to enter data into the blank or empty fields, as outlined below and within this document.
- This document explains the *data entry elements* that you, the service provider, must fill-in.

Using the Excel Spreadsheet

Columns in the excel template are formatted to correspond with the EDS data elements and are listed below. The data elements are to be entered into the excel template by program service providers. The completed spreadsheet shall be submitted to the district for upload into the EDS application "Youth Reengagement" as part of the EOY Data Collection to OSPI.

Data Elements

Below are the data elements that program service providers (often partners or contracted entities) are responsible to complete:

Field Name: CreditDeficientEligible

Field Name in Application: *Eligible by Credit Deficiency?*

Data Type: Whole Number

Allow NULL? No. Data is required. Business Rules:

Example: 1

Valid Values: 1 - more than 24 months-earned less than 65% of required credits
 2 - between 12 and 24 months-earned less than 70% of required credits
 3 - less than 12 months-earned less than 75% of required credits
 4 - passed cohort graduation date by 12 months or more
 5 - never attended 9th
 6 - has been recommended-waiver on file

Field Name: LastDateInSchoolOverride

Field Name in Application: *Number of Weeks out of School Prior to Enrollment*

Data Type: Whole Number

Allow NULL? Yes. Data is optional.

Business Rules: A date must be provided if the date displayed in the Youth Reengagement EOY application 'Last Date of School Prior to Enrollment' is incorrect.

Example: 1

Field Name: HasEnglishEqMeasureDate

Field Name in Application: *Completion Date of the High School Equivalency Measures (the four components of the GED™) (English)*

Data Type: Date

Allow NULL? Yes. Data is optional.

Business Rules: A date must be provided if the student took and passed the English Equivalency Measurement Test. If not, leave the field blank.

Example: 09/01/2014

Field Name: HasMathEqMeasureDate

Field Name in Application: *Completion Date of the High School Equivalency Measures (the four components of the GED™) (Math)*

Data Type: Date

Allow NULL? Yes. Data is optional.

Business Rules: A date must be provided if the student took and passed the Math Equivalency Measurement Test. If not, leave the field blank.

Example: 09/01/2014

Field Name: HasSocialStudyEqMeasureDate

Field Name in Application: *Completion Date of the High School Equivalency Measures (the four components of the GED™) (Social Studies)*

Data Type: Date

Allow NULL? Yes. Data is optional

Business Rules: A date must be provided if the student took and passed the Social Study Equivalency Measurement Test. If not, leave the field blank.

Example: 09/01/2014

Field Name: HasScienceEqMeasureDate

Field Name in Application: *Completion Date of the High School Equivalency Measures (the four components of the GED™) (Science)*

Data Type: Date

Allow NULL? Yes. Data is optional.

Business Rules: A date must be provided if the student took and passed the Science Equivalency Measurement Test. If not, leave the field blank.

Example: 09/01/2014

Field Name: EarnedGEDOverride

Field Name in Application: *Did the student earn a High School Equivalency Certificate (GED™)?*

Data Type: Text

Allow NULL? Yes. Data is optional.

Business Rules:

Example: Y

Valid Values: Y – Yes

N - No

Field Name: ABEorGEDCoursesCount

Field Name in Application: *The number of Adult Basic Education (ABE) or high school equivalency certificate courses that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 0

Field Name: GradeLevelCurriculumCompletedCount

Field Name in Application: *The number of grade level curriculums in core academic subject areas (that do not earn high school credit) that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 4

Field Name: SubjectAreaGainsCount

Field Name in Application: *The number of core academic subject areas that the student made significant gains in. (Demonstrated through pre and post testing.)*

Data Type: Whole Number

Allow NULL? No. Data is required.

Example: 3

Valid Values: 0
1
2
3
4
5
6
7
8
9
10
11
12
13
14

Field Name: CollegeReadinessCoursesCompletedCount

Field Name in Application: *The number of approved college readiness courses that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 1

Field Name: ESLEoursesCompletedCount

Field Name in Application: *The number of English as a Second Language (ESL) courses that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 2

Valid Values: 0

1

2

3

4

5

6

Field Name: SBEHSGradationRequirements

Field Name in Application: *SBE high school graduation requirements (except assessments) that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules: Indicate the number of SBE high school graduation requirements the student successfully completed while enrolled in the reengagement program

Example: 2

Valid Values: 1 - High School and Beyond Plan

2 - Culminating Project

3 - Both

4 - Neither

Field Name: CollegeCreditsEarned

Field Name in Application: *The number of college credits that the student earned.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Description:

Business Rules:

Example: 0

Field Name: WasEnrolledForFirstTime

Field Name in Application: *Did the student enroll in a college level course for the first time?*

Data Type: Text

Allow NULL? No. Data is required.

Business Rules:

Example: Y

Valid Values: Y - Yes

N - No

Field Name: CollegeCertificatesEarnedCount

Field Name in Application: *The number of College Certificates from a 40-hour minimum program that the student earned.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 4

Field Name: JobSearchOrRetentionCoursesCompletedCount

Field Name in Application: *The number of job search/retention courses that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 1

Field Name: WorkBasedLearningExperiencesCompletedCount

Field Name in Application: *The number of paid or unpaid work-based learning experiences that the student successfully completed.*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 0

Field Name: ShortTermIndustryRecognizedCertificatesEarnedCount

Field Name in Application: *The number of short-term industry recognized certificates (equaling at least 40 hours) that the student earned.*

Data Type: Whole Number

Allow NULL? No. Data is required

Business Rules: Example: 2

Field Name: IndustryRecognizedCertificatesEarnedCount

Field Name in Application: *Did the student earn any Industry Recognized Certificates?*

Data Type: Whole Number

Allow NULL? No. Data is required.

Business Rules:

Example: 1

Field Name: EarnedCollegeDegree

Field Name in Application: *Did the student earn a college degree?*

Data Type: Text

Allow NULL? No. Data is required.

Business Rules:

Example: N

Valid Values: Y - Yes

N - No



Washington Office of Superintendent of
PUBLIC INSTRUCTION