Data Upload Tips for ROPs using the LaunchBoard California Career Pathways Trust Tab

The CTE LaunchBoard is a web-based, user-friendly data dashboard that brings education, employment, and labor market data together to inform decision making and planning for career and technical education (CTE) programs. Supported by the California Community Colleges Chancellor’s Office and hosted by Cal-PASS Plus, the LaunchBoard is designed to foster conversations across sectors, regions, and grants by bringing together information on CTE programs in one, easy-to-access location.

The LaunchBoard includes a tab for California Career Pathways Trust (CCPT) grantees, which can be used by K-12 and community college practitioners free of charge. The CCPT tab of the LaunchBoard is a voluntary tool intended to help grantees aggregate required reporting data across sites and to support local data conversations. It is not the official mechanism to report on grant outcomes to the California Department of Education (CDE), the lead agency for CCPT. For more information on CCPT, visit: www.cde.ca.gov/ci/ct/pt

Can ROPs use the LaunchBoard CCPT tab?

ROPs can use the LaunchBoard CCPT tab if both the ROP and its partner K-12 districts have MOUs with Cal-PASS Plus.

Visit https://www.calpassplus.org/calpass/join/members to see the status of partner institutions.

- Not yet a member? Complete an online MOU or download the MOU for signature and submission: https://www.calpassplus.org/CalPASS/Join/NewMou.aspx
- What is your data sharing status? Does your MOU allow other institutions to see your information? Update your data sharing status if needed.
How do ROPs get access to the LaunchBoard CCPT tab?

Request access on the Cal-PASS Plus website at https://www.calpassplus.org/User/Login.aspx:
- You will need to provide your name, job title, institutional affiliation, grant consortium, and an email address that is associated with your institution
- You will receive a user name and password within 48 hours
- You will only be able to see information for CTE programs in your grant consortium
- Access will only be provided to individuals associated with institutions that have a current MOU with Cal-PASS Plus

Do ROPs need to do separate uploads into the LaunchBoard CCPT tab?

ROPs can participate in one of two ways:
- give information to a partnering school district to include in the district’s upload
- upload information about pathway programs independently

If ROPs upload information independently, they can identify pathway characteristics and outcomes that are specific to their pathway programs. However, if uploading their own information, ROPs should ensure that partner school districts are not uploading duplicate data about the same students.

ROPs that plan to upload data independently should ensure they select a local data manager who will input information into the LaunchBoard CCPT tab. You can download a one-pager to assist with identifying the appropriate person to serve in this role at http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx.

What information should ROPs upload into the LaunchBoard CCPT tab?

For those that are uploading information independently, the following data points will need to be reported.

1) Document characteristics of pathway programs

To set up pathway programs in the LaunchBoard CCPT tab, ROPs will need to document the CTE Pathway code for each pathway program, as well as specific characteristics of the program ([listed as Additional Pathway information on the CCPT Momentum Points]). These characteristics include the number and structure of courses, student supports, and teacher resources, and can be documented using a simple web survey form on the LaunchBoard CCPT tab.
2) **Upload ROP program participants into the LaunchBoard**

To enable the tracking of students in both K-12 and community college state data systems, ROPs will need to collect all of the following data points for students who are part of CCPT pathway programs and upload this information to the LaunchBoard CCPT tab.

- Last Name
- First Name
- Date of Birth
- Gender
- Local Student ID
- Statewide Student ID (SSID)
- High School CDS Code (County, District, School)
- CTE Pathway Code
- Student year (first year, second year, third year, or fourth year)

3) **Upload CCPT Momentum Points**

ROPs will need to upload each of the CCPT Momentum Points as aggregate numbers, using a simple web survey tool.

**Where can I get additional information?**

Email questions about using the CCPT tab to launchboard@cccco.edu. Email questions about data definitions and grant requirements to the California Department of Education (CareerPathways@cde.ca.gov).