Using the LaunchBoard for California Career Pathways Trust Grant Reporting

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. In 2015, the LaunchBoard will be creating a new tab that is devoted to the California Career Pathways Trust (CCPT), which can be used by K-12 and community college practitioners free of charge.

What are the benefits of using the LaunchBoard for CCPT?

The LaunchBoard can:

- Track student-level records, based on cohorts of K-12 students that grantees upload and that are matched to community college program codes
- Automatically populate metrics on course completion, graduation, community college credentials, and transfer to four-year colleges
- Enable grantees to see results for their own institution, other institutions within their consortium, and their consortium as a whole

What do I need to do to access 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
What is Cal-PASS Plus?

Cal-PASS Plus is an actionable and free K-16 system of data that is managed by Educational Results Partnership in tandem with San Joaquin Delta College. The system of data offers longitudinal data charts, detailed analysis of K-16 transition processes and college readiness, information and artifacts on success factors, and comparisons among like colleges, school systems, schools, grade levels and subjects. Cal-Pass Plus is funded through the Community College Chancellor’s Office and the Board of Governors.

What do I need to do to use the LaunchBoard CCPT tab for grant reporting?

1) Spring 2015: Ensure all K-12 and four-year partners are members of Cal-PASS Plus (Community Colleges are already members of 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 status?** Ensure that data have been uploaded to Cal-PASS Plus each year
- **What is your data sharing status?** Does your MOU allow other institutions to see your information? Update your data sharing status if needed.

2) Spring 2015: Document characteristics of pathway programs

K-12 partners will need to document the CTE Pathway code for each pathway program, as well as specific characteristics of the program such as inclusion of work-based learning. A complete list of characteristics and CTE Pathway codes will be posted on the CCPT tab in March 2015. This information will be collected using a survey when K-12 entities upload their student cohort file.

3) Spring 2015: Identify K-12 program participants

To establish outcomes for students who are part of the pathway program, grantees will need to collect all of the following data points for K-12 students who are part of CCPT pathway programs for the 2014-2015 school year. These fields are needed so records can be linked with statewide student records:

- 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
4) **Spring 2015: Establish a means of tracking local metrics**

Although some CCPT metrics can be automatically calculated, participation in activities that are not included in statewide data systems like CalPADS or the Chancellor’s Office MIS database must be tracked locally. These include:

- Six types of work based learning and student leadership activities, at both K-12 institutions and community colleges
- Attainment of a C grade or better in all K-12 pathway program courses
- Attainment of state-approved certificates at K-12 institutions, plus industry-recognized certificates at both K-12 institutions and community colleges
- Dual enrollment and credit-by-exam status
- Participation in post-college training

Counts for these activities can be uploaded into the LaunchBoard using a simple survey tool. Detailed data definitions will be available in a Data Element Dictionary that will be posted in March 2015.

5) **July 2015: Upload K-12 program participants, activity counts, and CalPADS data to the LaunchBoard**

Templates for K-12 program participants and activities will available on the CCPT tab in March 2015. CalPADS data can be uploaded using a simple drag-and-drop process. Within 48 hours of uploading data, grant consortia will be able see all of their data together in one place in an easy-to-use dashboard format within the LaunchBoard.

6) **August 2015: Use the LaunchBoard to fill out grant reports and inform conversations on grant outcomes**

Using a combination of locally-collected and automatically-calculated metrics, the LaunchBoard will provide totals for all of the metrics, by year, institution, grant consortium, and pathway.

- Figures can be put directly into grant reports
- Data can be used for grantee conversations about student outcomes, including highlighting effective efforts and identifying areas for improvement
- Once data are uploaded, site-level faculty and staff can review outcomes for their grant at any time

**What does the LaunchBoard CCPT tab look like?**

A demo of the CCPT tab will be available in March 2015. The tab will include each of the required CCPT metrics required for grant reporting. After selecting the desired institution and pathway, users will be able to see outcomes for that institution and across the related grant. This information can be further expanded to see outcomes for each of the institutions within the grant consortium. In addition, the dashboard will show the checklist of program characteristics entered by grantees.

**Where can I get additional information?**

Email questions about the CCPT tab to launchboard@cccco.edu.