

Manual Outcome Directions

1. Complete a manual outcome form for all exited and eligible students.
2. Enter the outcome in LACES:

Employed 2nd Quarter after Exit

Enter information in LACES when the student is eligible for the follow-up measure.

Include Employment Information and Wage Earnings

Submit Manual Outcome form

Follow-up is done for all NRS students except Corrections (incarcerated), *regardless of employment status*

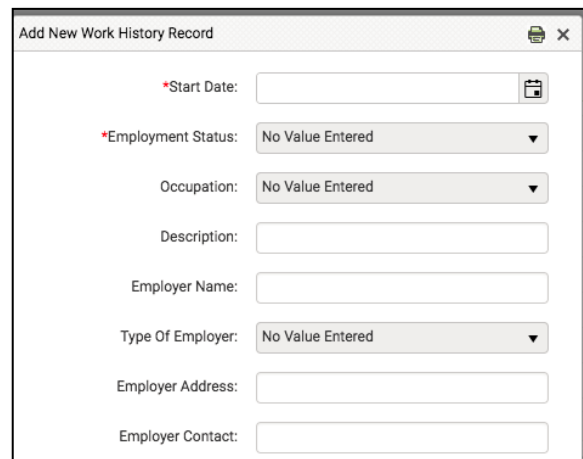
Follow-up should be done the 2nd quarter **for EACH period of participation**

In the student record, click on the "History" tab. Open "Work History" and click "Add New Record"



The screenshot shows a navigation menu with tabs: Student Data, Assessments, Enrollments, Hours, Outcomes, Demographics, Education, Services, and History. The History tab is active. Below the tabs is a list of history sections: Address History, Barriers to Employment History, ESL History, Enrollment Program History, Fiscal Year, Level History, Overall Status History, and Work History. The Work History section is highlighted with a red arrow. At the bottom of the Work History section, there are two buttons: '+ ADD NEW RECORD' and 'EXPORT'.

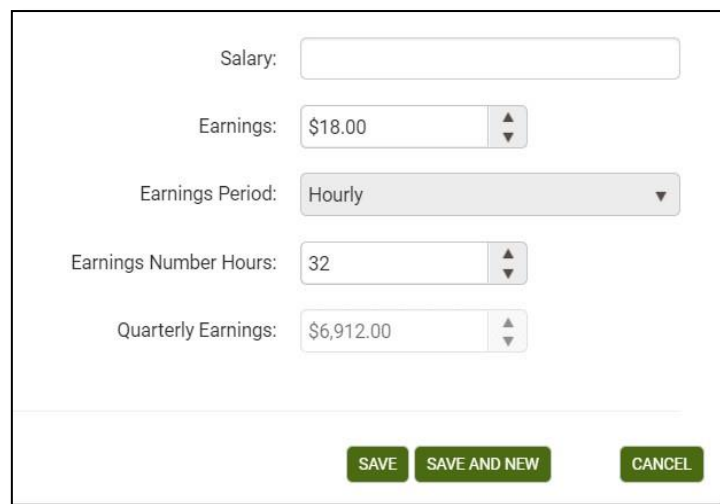
- Add a line of work history for each follow-up conducted. **The follow-up should be done in the correct quarter and the start date should indicate the *date of follow-up*, or a date within the correct collection period after exit.**



The screenshot shows the 'Add New Work History Record' form. It contains the following fields:

- *Start Date: [Text input field]
- *Employment Status: [Dropdown menu, currently showing 'No Value Entered']
- Occupation: [Dropdown menu, currently showing 'No Value Entered']
- Description: [Text input field]
- Employer Name: [Text input field]
- Type Of Employer: [Dropdown menu, currently showing 'No Value Entered']
- Employer Address: [Text input field]
- Employer Contact: [Text input field]

- Complete the Earnings Period and Number of Hours to populate the Quarterly Earnings. *Do not use the Salary field, as that is not the field used for Table 5.*



The screenshot shows the earnings information form with the following fields:

- Salary: [Text input field]
- Earnings: [Text input field with value '\$18.00']
- Earnings Period: [Dropdown menu, currently showing 'Hourly']
- Earnings Number Hours: [Text input field with value '32']
- Quarterly Earnings: [Text input field with value '\$6,912.00']

At the bottom of the form, there are three buttons: 'SAVE', 'SAVE AND NEW', and 'CANCEL'.

Employed 4th Quarter after Exit

Enter information in LACES when the student is eligible for the follow-up measure.

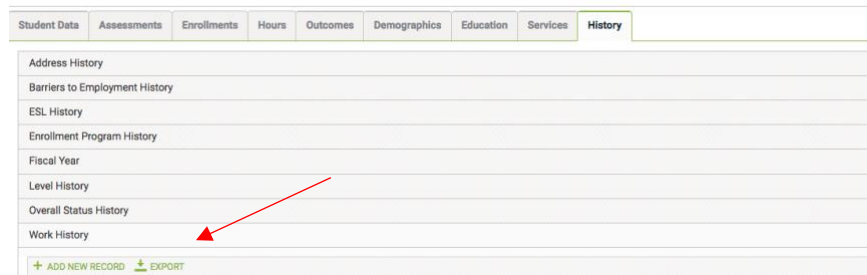
Include Employment Information

Submit Manual Outcome form

Follow-up is done for all NRS students except Corrections (incarcerated), *regardless of employment status*

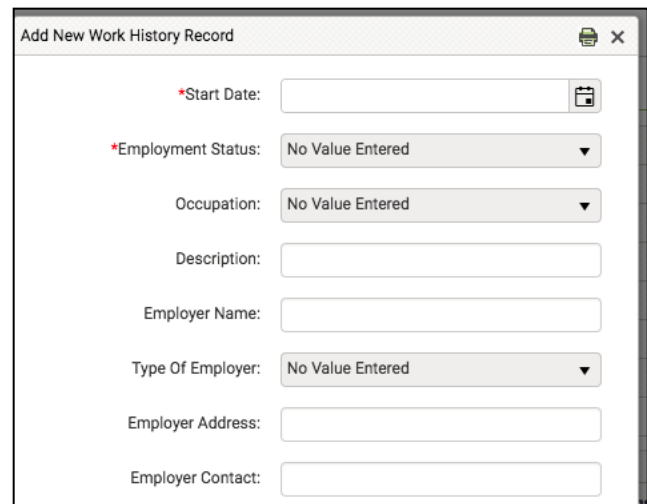
Follow-up should be done the 4th quarter for **EACH** period of participation

In the student record, click on the “History” tab. Open “Work History” and click “Add New Record”



The screenshot shows a navigation menu with tabs: Student Data, Assessments, Enrollments, Hours, Outcomes, Demographics, Education, Services, and History. The History tab is active. Below the tabs is a list of history sections: Address History, Barriers to Employment History, ESL History, Enrollment Program History, Fiscal Year, Level History, Overall Status History, and Work History. A red arrow points to the Work History section. Below the list are two buttons: '+ ADD NEW RECORD' and 'EXPORT'.

- Add a line of work history for each follow-up conducted. **The follow-up should be done in the correct quarter and the start date should indicate the *date of follow-up*, or a date within the correct collection period after exit.**



The screenshot shows a form titled 'Add New Work History Record'. The form contains the following fields:

- *Start Date: (with a calendar icon)
- *Employment Status: (dropdown menu)
- Occupation: (dropdown menu)
- Description:
- Employer Name:
- Type Of Employer: (dropdown menu)
- Employer Address:
- Employer Contact:

Note: For students who attained a GED and employed within a year of exit, complete the steps to enter employment outlined above. Only one record needs to be entered once. Set start date as the date of eligibility.

**Enrolled
Postsecondary
Education/Training
within 1 year of Exit**

This follow up measure is only for students who attained a GED **and** entered PS Ed/Training within a year of exit

Enter information in LACES when the student is eligible for the follow-up measure.

Include all Postsecondary or Training information

Submit Manual Outcome form

Follow-up is done for all NRS students except Corrections (incarcerated), *regardless of employment status*

**In the student record, click on the “Education” tab
Open the Postsecondary Education/Training panel and “Add New Record”**

The screenshot shows a student record for 'Adult Education'. The 'Education' tab is highlighted in green. Below the tabs, there is a table with the following rows: 'Education', 'Diplomas/Credentials', 'Instructional Areas', and 'Postsecondary Education Or Training'. A red arrow points to the 'Education' tab, and another red arrow points to the 'Postsecondary Education Or Training' row. At the bottom of the table, there are two buttons: '+ ADD NEW RECORD' and 'EXPORT'.

Indicate the Post-Secondary Institution Type, Enter the name and the Date Enrolled, then save. Include any other information available

The screenshot shows a form titled 'Add New Postsecondary Education Or Training Record'. The form contains the following fields: '*Postsecondary Institution Type:' (dropdown menu, 'No Value Entered'), 'Name of Postsecondary School...' (dropdown menu, 'No Value Entered'), 'Address 1:' (text input), 'Address 2:' (text input), 'City:' (text input), 'State:' (dropdown menu, 'No Value Entered'), 'Zip:' (text input), 'District:' (dropdown menu, 'No Value Entered'), 'Phone at Address:' (text input), 'Industry:' (dropdown menu, 'No Value Entered'), 'Course of Study:' (dropdown menu, 'No Value Entered'), 'Enroll Date:' (calendar icon), 'Exit Date:' (calendar icon), 'Total Hours Attended:' (spinners), 'Earned Credits:' (spinners), 'Credential Attained:' (text input), and 'Date Earned:' (calendar icon). At the bottom, there are three buttons: 'SAVE', 'SAVE AND NEW', and 'CANCEL'. A red arrow points to the 'Course of Study:' dropdown menu.

**Attained PS
Credential while
Enrolled or within 1
year of Exit**

This follow up
measure is only for
students who were
enrolled in an IET and
Attained a PS
Credential

Enter information in
LACES when the
student is eligible for
the follow-up
measure.

Include all
Postsecondary or
Training information

Submit Manual
Outcome form

Follow-up is done for
all NRS students
except Corrections
(incarcerated),
*regardless of
employment status*

**In the student record, click on the “Education” tab
Open the Postsecondary Education/Training panel and “Add New Record”**

Program: Adult Education Stud

Student Data Assessments Enrollments Hours Outcomes Demographics **Education** Services History

Education
Diplomas/Credentials
Instructional Areas
Postsecondary Education Or Training

+ ADD NEW RECORD EXPORT

Indicate the Post-Secondary
Institution Type, Enter the
name and the Date Enrolled.

Enter the Credential Attained
and Date Earned

Add New Postsecondary Education Or Training Record

*Postsecondary Institution Type: No Value Entered

Name of Postsecondary School: No Value Entered

Address 1:

Address 2:

City:

State: No Value Entered

Zip:

District: No Value Entered

Phone at Address:

Industry: No Value Entered

Course of Study: No Value Entered

Enroll Date:

Exit Date:

Total Hours Attended:

Earned Credits:

Credential Attained:

Date Earned:

SAVE SAVE AND NEW CANCEL