



**COLLEGE & CAREER
READINESS**

ADVANSYS: Maximizing Workflows

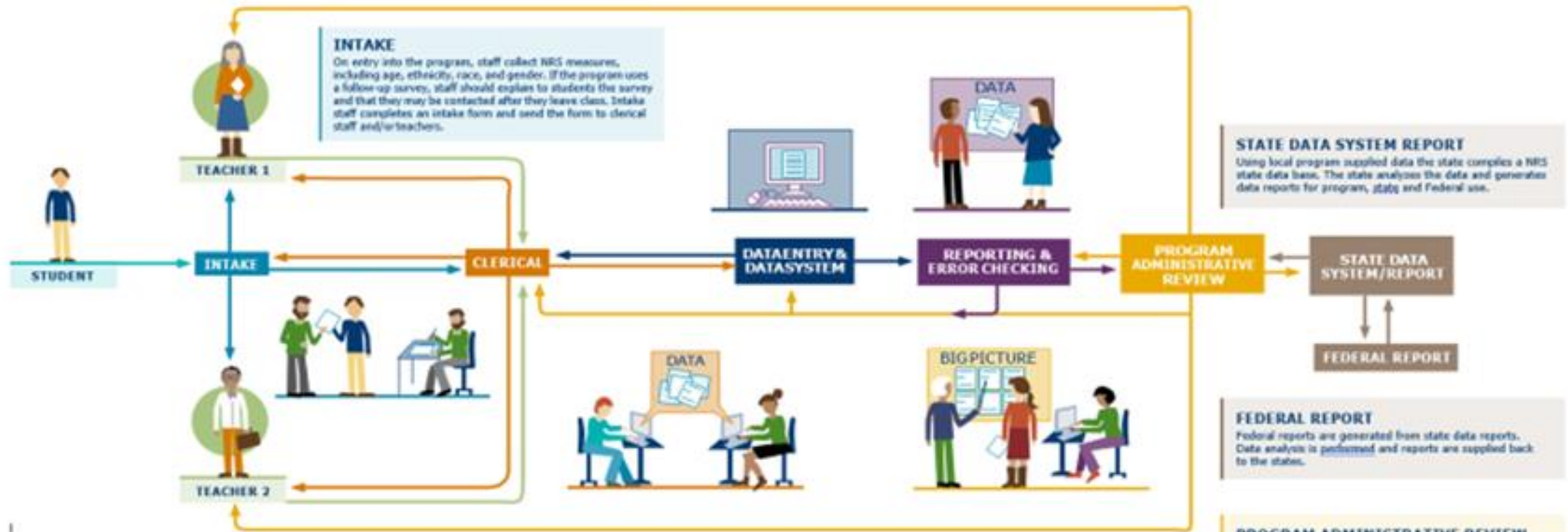
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September 18, 2023

OBJECTIVES

- To identify strategies for maximizing CCR workflows within ADVANSYS
- To demonstrate ADVANSYS reporting features that enhance data reporting at local institutions

Suggested Workflow



INTAKE
On entry into the program, staff collect NRS measures, including age, ethnicity, race, and gender. If the program uses a follow-up survey, staff should explain to students the survey and that they may be contacted after they leave class. Intake staff completes an intake form and send the form to clerical staff and/or teachers.

STATE DATA SYSTEM REPORT
Using local program supplied data the state compiles a NRS state data base. The state analyzes the data and generates data reports for program, state and Federal use.

FEDERAL REPORT
Federal reports are generated from state data reports. Data analysis is performed and reports are applied back to the states.

PROGRAM ADMINISTRATIVE REVIEW
The process should include a regular opportunity for the program director and other program leaders to review data reports. The director may often be the only person in the program who can see the big picture and thus, brings a different perspective to the data review process. This review may raise further questions about data integrity, requiring another round of data checking and verification among the staff. The program director may share data reports with staff as a way to identify problems, track progress, and receive staff buy-in into the data collection process by demonstrating how data can be used for program management and improvement.

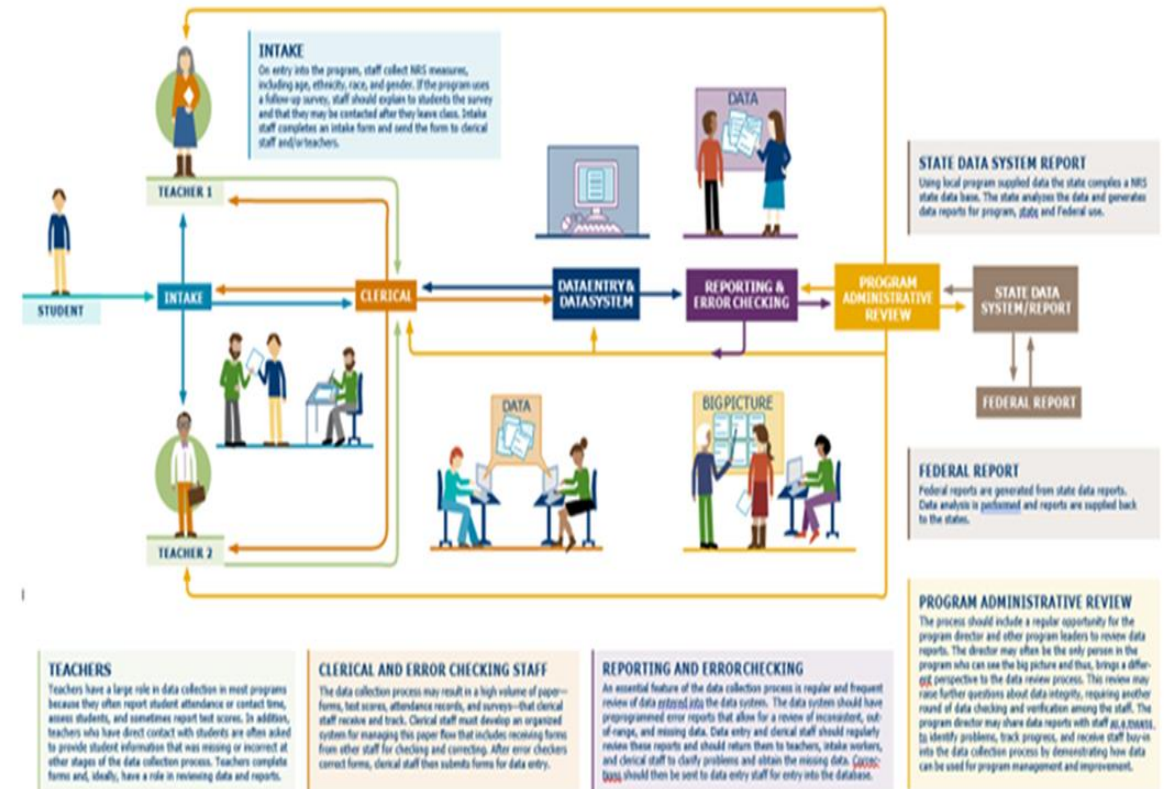
TEACHERS
Teachers have a large role in data collection in most programs because they often report student attendance or contact time, assess students, and sometimes report test scores. In addition, teachers who have direct contact with students are often asked to provide student information that was missing or incorrect at other stages of the data collection process. Teachers complete forms and, ideally, have a role in reviewing data and reports.

CLERICAL AND ERROR CHECKING STAFF
The data collection process may result in a high volume of paper—forms, test scores, attendance records, and surveys—that clerical staff receive and track. Clerical staff must develop an organized system for managing this paper flow that includes receiving forms from other staff for checking and correcting. After error checkers correct forms, clerical staff then submits forms for data entry.

REPORTING AND ERROR CHECKING
An essential feature of the data collection process is regular and frequent review of data *entered into* the data system. The data system should have programmed error reports that allow for a review of inconsistent, out-of-range, and missing data. Data entry and clerical staff should regularly review these reports and should return them to teachers, intake workers, and clerical staff to clarify problems and obtain the missing data. **Corrected data** should then be sent to data entry staff for entry into the database.

- Derived from NRS's model workflow
- Provides a process for moving data from intake to program review
- Helps satisfy Title II monitoring requirements

Suggested Workflow



Suggested Workflow

INTAKE

DATA
ENTRY/REPORTING
& ERROR
CHECKING

PROGRAM
ADMINISTRATIVE
REVIEW

Who's involved?

- Student
- Teachers
- Staff

INTAKE DATA



What is it?



Information providers collect when a student enters the program

Required by NRS

Descriptive

Assessments

How it's collected

Local program collects data

-data collection tool is the LEIS Form

-multiple formats (fillable and non-fillable forms, **ContinuED**)

North Carolina Community College System Literacy Education Information System (LEIS)

Provider Name _____ ADVANSYS ID # _____ College # _____
 Enrollment Date: _____ Program Year _____ Period of Participation 1st 2nd 3rd

STUDENT BIO

1. First Name: _____
 Middle Name: _____
 Last Name: _____
 Preferred Name: _____
 Previous Last/Maiden Name: _____

2. Date of Birth: _____ (MM/DD/YYYY) 3. Gender/Sex ___ Female ___ Male

4. Mailing Address _____
 Address Line 2 _____
 City _____ State _____ (postal abbreviation)
 County _____ Zip Code _____

5. Primary Contact Phone: (____) _____ * _____
 Emergency Phone: (____) _____ * _____
 Work Phone: (____) _____ * _____
 Cell Phone: (____) _____ * _____

6. Email: _____

7. Social Security Number/EIN _____

8. Ethnicity (select One) ___ Hispanic/Latino ___ Non-Hispanic/Latino

9. Race

___ American Indian or Alaskan Native ___ Black or African American ___ White
 ___ Native Hawaiian ___ More than One Race


ContinuED


Create Student Profile

[i](#) Already have a profile? Click [here](#) to login.

LOGIN 

CONTINUED 

 Home

 Register Online

Create a new profile to see access your student records and register for classes (if available)!

Preferred Provider*

Edgecombe Community College

First Name*

Jacob

Middle Name

Last Name*

Sisko

Street Address*

2222 Bajoran Way

City*

Windsor

State*

North Carolina

Zip Code*

27983

Have a Social Security Number (SSN)?

Date of Birth*

1/1/1978

Primary Phone (Home/Mobile)*

252-794-5300

Alternate Phone

Gender/Sex*

Male

Your Gender/Sex is what is listed on your ID. This includes passports, driver's licenses, green cards, and other forms of official identification.

Ethnicity

Hispanic/Latino Non-Hispanic/Latino

Race*

Email Address*

Password*

Confirm Password

CONTINUE >>>



ContinuED

Create Student Profile

[Already have a profile? Click here to login.](#)

Demographics

Create New Profile - Demographic Information

Please answer the following questions to speed up your registration process.



- [Home](#)
- [Register Online](#)

LOGIN

Last Secondary/Elementary School Attended	Last Date Attended? (mm/yyyy)	Country of Last School Attended* Please Select One
Educational Level* Grade 11	Employment Status* Employed	
In Community Correctional Program <input type="radio"/> Yes <input checked="" type="radio"/> No	In Other Institutional Setting <input type="radio"/> Yes <input checked="" type="radio"/> No	
Displaced Homemaker* No	Long-term Unemployed* No	Cultural Barrier* No
Low Income* Yes	Ex-Offender* No	Migrant and Seasonal Farmworker* No
Homeless/Runaway Youth* No	Youth in foster care/aged out of system* No	Exhausting TANF within 2 years* No
Single Parent* Yes	Refugee <input type="radio"/> Yes <input checked="" type="radio"/> No	Living in a rural area <input type="radio"/> Urban <input checked="" type="radio"/> Rural
On Public Assistance <input checked="" type="radio"/> None <input type="radio"/> Food Stamps <input type="radio"/> WIC <input type="radio"/> Other		
English Language Learner* No	Has Disability? (Select specific type below) <input type="radio"/> Yes <input checked="" type="radio"/> No	Basic skills deficient/low levels of literacy* Yes
Other Disability? <input type="radio"/> Yes <input checked="" type="radio"/> No	Learning Disability? <input type="radio"/> Yes <input checked="" type="radio"/> No	Intellectual Disability? <input type="radio"/> Yes <input checked="" type="radio"/> No
Dislocated Worker? <input type="radio"/> Yes <input checked="" type="radio"/> No	Distance Learner <input type="radio"/> Yes <input checked="" type="radio"/> No	

REGISTER

DATA ENTRY & DATA SYSTEM

ADVANSYS

Federal mandates require states that serve the adult education population to collect, aggregate and report specific data related to the students they serve.

Adult Education and Family Literacy Act of 1998: WIA-Workforce Investment Act

Signed into Law on August 7, 1998, the Workforce Investment Act of 1998 (WIA--P.L. 105-220) reforms Federal employment, adult education, and vocational rehabilitation programs to create an integrated, "one-stop" system of workforce investment and education activities for adults and youth. Entities that carry out activities assisted under the Adult Education and Family Literacy Act are mandatory partners in Page 15 of 274 this one-stop delivery system (US Department of Education) (<http://www.ed.gov/policy/adulted/leg/legis.html>)

ADVANSYS was designed, developed, and intended to provide a unified data collection system to meet those specific guidelines. It also conforms to state-specific rules and regulations.

REPORTING

STUDENT MANAGEMENT – What's Available Under the Student Tab?

- **Browse Per Class** – Look up a class, see the student roster
- **Lookup Students and Add New**
- **Attendance Alerts** – Students who have not had attendance hours entered in a select number of days
- **Testing Alerts** – Students who have exceeded a select number of attendance hours, but have not had a test entered
- **Missing Entering EFL Alerts** – Students who are in the system, but do not have an Entering EFL (have not been tested)
- **NRS Separation Report** – Students who have exceeded 90 days since last activity and likely need to be separated.

REPORTING

Change/Add Classes	Printable Course Schedule	Attendance History
Transcripts	Outcomes (View and Enter)	Add Family Records
Case Notes	Class Placements	Enrollment Status
MSG Achievement	Post-test Status	Enrollment Types
HSE Attainment	Test Score Entry	Contact Type

**STUDENT
MANAGEMENT**
–
What's
Available in the
Student
Snapshot Box

REPORTING

STUDENT MANAGEMENT

—
What's
Available in the
Student Profile

Enrollment/Registration
History

PoP History

Personal Identification
Data

Tutor Session
Entry/History

Class Placement
History

Assessment History

Status Measures
(including Barriers to
Employment)

ACT/SAT Scores

Case Notes

Reporting & Error Checking

STUDENT MANAGEMENT – Attendance Alert

NRS Registered Students missing Attendance Hours

Attendance

The following students have not had attendance hours or tests entered for the last or more calendar days AND are still enrolled in the class.

Name	Last attendance date [days ago]	Enrollment Date	Contact
Cheese, Cheddar	10/16/2019 [268]	7/1/2019	ht: N/A wt: N/A et: N/A
Aaron, Payton	4/23/2020 [78]	7/1/2019	ht: (251) - 555 - 8190 wt: (251) - 555 - 8643 et: email13@advansys.io
White, Snow	2/6/2020 [155]	7/1/2019	ht: N/A wt: N/A et: N/A
Hurdoch, Kerickle "T-Bird"	10/31/2019 [253]	7/1/2019	ht: N/A wt: N/A et: N/A
Milam, Grady	4/22/2020 [79]	10/19/2019	ht: N/A wt: N/A et: N/A
Holder, Pen	1/1/2020 [191]	7/1/2019	ht: N/A wt: N/A et: N/A
Han, Snow	3/19/2020 [113]	7/1/2019	ht: N/A wt: N/A et: N/A
Jones, Corall	1/6/2020 [186]	1/1/2020	ht: N/A wt: N/A et: N/A

Attendance Alerts – Students who have not had attendance hours entered in a select number of days

Reporting & Error Checking

STUDENT MANAGEMENT – Testing Alert

Students Missing Test Scores

The following students have accumulated or more class hours without a test score being entered.

Include Inactive Classes:

Include Cancelled Classes:

Include students who have been registered for < 30 days (these are normally excluded from the alerts):

Include Only This Test Type:

Include Only This Test Subject:

Include Skipped Tests:

Include Students Unable to Test:

Include Only This Class:

Exclude students who have achieved their HSE:

Exclude students who have achieved their Credit Diploma:

Update Filter

NOTE: Attendance hours on the day of the test DO NOT count as attendance towards the test test.

Name	Subject	Last Test	Last Attendance	Total Hours since Last Test	Total HSE Hours since Last Test	Total Hours for Selected Class	Contact Type	Class Attendance since Last Test (Class Name - Location - Hours)	Earned HSE on the Current Pop	Enter Scores	Remove Subject from Alerts
Aaron, Karter	Math	10/01/2019	05/20/2020	30	30	30	ABE / ASE	General Population Class 2442 - Location 7 - 12:00 General Population Class 2442 - Location 7 - 4:00 Melissa's Program 2 Test Class - Location 55 - 46:00 Test Class for Learning at a Distance Hours Stuff - Location 113 - 34:00	NA	OK	⊖
Aaron, Karter	Reading	11/01/2019	05/20/2020	24	24	24	ABE / ASE	General Population Class 2442 - Location 7 - 12:00 General Population Class 2442 - Location 7 - 4:00 Melissa's Program 2 Test Class - Location 55 - 46:00 Test Class for Learning at a Distance Hours Stuff - Location 113 - 34:00	NA	OK	⊖
Aaron, Karter	Reading	11/01/2019	11/05/2019	46	46	46	ABE / ASE	General Population Class 2442 - Location 7 - 12:00 General Population Class 2442 - Location 7 - 4:00 Melissa's Program 2 Test Class - Location 55 - 46:00 Test Class for Learning at a Distance Hours Stuff - Location 113 - 34:00	NA	OK	⊖

Testing Alerts display a list of students who have exceeded a set number of hours of attendance without an assessment being entered.

The report is subject-area specific, meaning ADVANSYS calculates attendance hours between each subject area for each assessment.

Reporting & Error Checking

STUDENT MANAGEMENT – Enrollment Alert

Enrolled students not placed in any class (97 Students)

Student / SSN / EIN	Contact	Entered By User / On Date	Last Attendance
Aimee Taylor ssn: Not Specified ein: X11690502111968	h: (251) - 555 - 8643 w: (251) - 555 - 3378 e: email8@advansys.io	Jefferson Yang Program 5 11/2/2016 10:49:31 AM	1169 days ago
Aimee Ball ssn: Not Specified ein: X12391308132000	h: (251) - 555 - 0194 w: (251) - 555 - 6327 e: email16@advansys.io	Kelley Aaron Program 2 4/26/2018 6:25:57 PM	353 days ago
Allison Aaron ssn: Not Specified ein: X12732712251974	h: (251) - 555 - 5642 w: (251) - 555 - 2492 e: email4@advansys.io	Alyssa Johnson Program 3 1/30/2019 4:53:15 PM	436 days ago
Allison Aguiere ssn: Not Specified ein: X13621511162000	h: (251) - 555 - 4061 w: (251) - 555 - 3378 e: email15@advansys.io	Karter Ball Program 4 10/23/2019 4:06:06 PM	n/a
Alyssa Harvey ssn: Not Specified ein: X12282412201980	h: (251) - 555 - 1290 w: (251) - 555 - 5642 e: email13@advansys.io	Alyssa Johnson Program 3 2/1/2018 6:25:19 PM	438 days ago
Alyssa Charles ssn: Not Specified ein: X12704101082000	h: (251) - 555 - 4061 w: (251) - 555 - 3608 e: email14@advansys.io	Kelley Aaron Program 2 1/17/2019 1:43:23 PM	339 days ago

The generated report will show Students who have an active enrollment but are not placed in any class.

The report can also be filtered by LAST NAME or SSN.

Reporting & Error Checking

STUDENT MANAGEMENT – No Entering EFL

Program 1

Students Missing Entering EFL

The default filter shows students who are active in the current fiscal year and do not have an Entering EFL set.

Show only "Unable to Test" students Show only students with 12 approved hours Include Separated students Include Students with "Provisional" EFL set [Update Filter](#)

CSV Excel Show 50 entries Search:

Fiscal Year*	Name	Program	Registration Date	Is Unable to Test	Has 12 hours	Hours in Program Attended	Has HSE, Carnegie, or Enter PS	Contact Type	Set PROVISIONAL EFL	Enter Pre-Tests
2019 - 2020	Yang, Ronin	Program 1	10/21/2019	No	No	6	No	ABE / ASE	✔	✔
2019 - 2020	Willis, Lori	Program 1	09/16/2019	No	No	73.75	No	ABE / ASE	✔	✔
2019 - 2020	Harvey, Melissa	Program 1	10/21/2019	No	No	4	No	ABE / ASE	✔	✔
2020 - 2021	Aaron, Karter	Program 1	09/10/2019	No	Yes	64	No	ABE / ASE	✔	✔

From this report, users may use the available links to Enter a Provisional Entering EFL or to enter pretests.

REPORTING & ERROR CHECKING

STUDENT MANAGEMENT – Separation

NRS Registered Students missing Attendance Hours

The following students have not had attendance entered for at least 90 days and the following Period of Participation(s) should be separated.

The separation date will, by rule, be established as of the last date of activity.

All attendance hours within in the Program must be approved.

If a student is still placed in a class or classes, this separation process will remove the student from those classes as of the last date of attendance for that class.

To separate, select the students by selecting the check box, choose a separation reason for each, make determinations on other registration types and then submit the page.

Filter by location:

-- ALL Locations --

Filter by return date:

All students, regardless of return date status

	* Separation Reason	Registration Type	Name	Registration Date	Last Activity Date [days ago]	Total Approved Hours	Classes	Unable to test	Planned Return Date
<input type="checkbox"/>	<input type="checkbox"/> Also Separate Program Enrollment	NRS Registration	Olson, Sandy	9/18/2019	10/6/2019 [277]	316.00		Yes - Due to COVID-19	<input type="text"/>
<input checked="" type="checkbox"/>	Met Goals <input type="checkbox"/> Also Separate Program Enrollment	NRS Registration	Cheese, Cheddar	10/13/2019	10/16/2019 [267]	55.00	Test Class 1, Test Class 2	No	<input type="text"/>
<input checked="" type="checkbox"/>	Entered Employment <input type="checkbox"/> Also Separate Program Enrollment	NRS Registration	White, Snow	7/1/2019	2/6/2020 [154]	331.00	Test Class 1, Test Class 2	No	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/> Also Separate Program Enrollment	NRS Registration	Murdoch, Kanickie "T-Bird"	10/25/2019	10/31/2019 [252]	98.00	Test Class 1	No	<input type="text"/>

The purpose of this report is to list students who have not had activity (designated as assessment or attendance) in the past 90 days.

The report allows programs to monitor these students, perform mass separations and flag students for whom future services are planned.

PROGRAM ADMINISTRATIVE REVIEW

CLASS MANAGEMENT – Class Improvements

BL Social Studies All levels ABE TTH 9-12PM T.Account [64349]

Name	Current Functioning Level	Scores Needed to Complete Level
Andrew Griffith	ABE Level 3	TABE 12 Mathematics - ABE Level 4 - 537 - 0.000 hours attended since last test
Test Student 3	ABE Level 2	TABE 12 Reading - ABE Level 1 - 300 - 215.2 hours attended since last test TABE 12 Mathematics - ABE Level 3 - 496 - 215.2 hours attended since last test
Wonder Woman	ABE Level 3	Provisional Entering EFL - ABE Level 4 - 4 - 137.7 hours atten

Required Tests	With Minimum Score	Hours Since Test*
TABE 12 Mathematics - ABE Level 4	537	0
*Hours since test are cumulative across multiple programs as applicable		

View improvement requirements on a per-student basis. This information is also available on an individual basis in the Enter Assessments module in the student record

Lists each student in a class and displays the scores/attendance needed to achieve an EFL Completion or Gain.

PROGRAM ADMINISTRATIVE REVIEW

CLASS MANAGEMENT – View a Class List



Hours	Class name	Instructor	Is NRS	Schedule	Class Dates	Students
	BL Math ABE 5/6 TTh 4:30-6:30PM T. Account (Fall 20/21) CourseID: 1020.00.0.221.29.64256 <input type="checkbox"/> Close Class	Trainer Account		Tue 4:30 PM-6:30 PM Thu 4:30 PM-6:30 PM	10-05-2020 to 12-18-2020	
	BL Micro-course Training T. Account (All Year 20/21) CourseID: 1020.01.0.521.29.64240 <input type="checkbox"/> Close Class 	Trainer Account		Mon 9:00 AM-12:00 PM Tue 9:00 AM-12:00 PM Wed 9:00 AM-12:00 PM Thu 9:00 AM-12:00 PM Fri 9:00 AM-12:00 PM	07-06-2020 to 06-30-2021	1
	BL Social Studies All levels ABE TTh 9-12PM T.Account (Spring 20/21) CourseID: 1020.00.0.421.29.64349 <input type="checkbox"/> Close Class	Trainer Account		Tue 9:00 AM-12:00 PM Thu 9:00 AM-12:00 PM	01-04-2021 to 03-26-2021	3
	DL ABE All Levels MWF 9-12PM T. Account (All Year 20/21) CourseID: 1020.00.0.521.29.64263 <input type="checkbox"/> Close Class	Trainer Account		Sun 12:00 AM-1:00 AM	07-06-2020 to 06-25-2021	1

PROGRAM ADMINISTRATIVE REVIEW

PROGRAM MANAGEMENT - Approvals

Pending Approvals

Click on a section to begin the approval process.

NRS Registrations (137 pending)	Profile Changes (15 pending)	Test Scores (66 pending)	Class Hours (170 pending)	Outcomes (0 pending)
------------------------------------	---------------------------------	-----------------------------	------------------------------	-------------------------

Please Note:

1. All declined records will be **permanently deleted**.
2. If a record is neither approved nor declined it will stay on this page until some action is taken.
3. It is recommended to submit approvals/declines for one section at a time.



For data to appear on federal tables, it **MUST** be approved!

Registration Data
 Changes to Profiles
 Assessment Data
 Attendance Data
 & Outcomes

Must be **APPROVED** by a user with Program Administrator Permissions or Higher in order for data to be committed to system

PROGRAM ADMINISTRATIVE REVIEW

PROGRAM MANAGEMENT – Registration

Checkboxes outlined in red are unable to be approved due to temporary SSN/EIN or require updated demographics.

Approve	Decline	Reg Date	Adult Ed Program	Student name	Functioning Level	Class(es)
<input type="checkbox"/> All	<input type="checkbox"/> All					
<input type="checkbox"/>	<input type="checkbox"/>	1/11/2021	Sample Program Entered By: Trainer Account On: Feb 1 2021 9:33PM	Brownie Batter	ABE Level 2	
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2021	Sample Program Entered By: Melissa Milam On: Jul 1 2021 3:25PM	Test Page		
<input type="checkbox"/>	<input type="checkbox"/>	8/1/2020	Sample Program Entered By: Melissa Milam On: Feb 11 2021 6:37PM	sample student	ABE Level 1	• to recreate an error in a ticket copied this class, trying to save now
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2021	Sample Program Entered By: Melissa Milam On: Jul 1 2021 6:07PM	Mel Test 2		
<input type="checkbox"/>	<input type="checkbox"/>	10/1/2020	Sample Program Entered By: Megan Weldon On: Mar 1 2021 6:24PM	Wonder Woman	ABE Level 3	<ul style="list-style-type: none"> • F2F Math ABE 3-4 MWF 1-4PM T.Account • BL Social Studies All levels ABE TTH 9-12PM T.Account • DL Reading ABE 5-6 T.Account

PROGRAM ADMINISTRATIVE REVIEW

SUPPORT

Training Documents and Resources

Click on the title of the document you wish to download below!

Important Downloads:

Category	Document	
Release Notes	Release Notes: February 10 2021 Report and display enhancements, minor bug fixes	
Release Notes	User Lockout...New Feature A comprehensive document covering a new feature, User Lockout in the ADVANSYS System. PLEASE take the time to read this document. Any questions, please contact your state admin or send in a ticket. Thanks, the Benchmark Team	
Release Notes	What's New Version 2020.08 August 2020 - A comprehensive overview of the changes with the release currently in Production titled What's New Version 2020.08	
How-To	2020 End of Year Processing Info The 2020 End of Year Processing Info guideline.	
How-To	How To Manage Provisional Entering EFL A How-To Document on Entering and Managing Provisional Entering EFL Entries.	
How-To	Filtering Students By Quarter 2020 A How-To on Information on Filtering Reports by Quarter - new functionality in Federal Report Filtering.	
Release Notes	What's New Version 2020.06	

DOWNLOADS LINK

The downloads section of ADVANSYS provides a wide array of system documentation including:

- ▶ Comprehensive User Manual
- ▶ How-To Documents on specific system processes
- ▶ Release Notes
- ▶ Training Videos and PowerPoints
- ▶ State Forms (Intake forms, etc.)
- ▶ Federal Postings

State Admins and Benchmark Staff have access to upload documents and files.

Resources

Office Hours Tuesday and Thursday at 1pm

Jessica Rieger riegerj@nccommunitycolleges.edu

Dalanda Bond bondd@nccommunitycolleges.edu

Carla Parnell parnellc@nccommunitycolleges.edu

This will be shared with you.....

- Additional training resources and guides can be found in the following locations:
- **ADVANSYS Support Tab** – Downloads – Full ADVANSYS user manual and job aids specific to CCR employee daily tasks, complete with screenshots and step-by-step procedures.
- **NCCCS CCR ADVANSYS Website** - <https://www.nccommunitycolleges.edu/college-and-career-readiness/advansys> Provides crosswalks, NC specific job aids and information about the Colleague to ADVANSYS transition.
- **NCCCS CCR Professional Development Archives** - <https://www.nccommunitycolleges.edu/college-and-career-readiness/professional-development/professional-development-event-archive> Provides recordings of ADVANSYS training sessions on general use of the system in production.
- **Service Now (colleges)** – Provides knowledge base articles and recordings of all training sessions related to the ADVANSYS project, as well as Boomi integration troubleshooting job aids.

QUESTIONS

