

Administrative Memorandum

Date: March 13, 2018

To: Superintendents with Career Education Programs
Area Career Center Directors

From: Blaine Henningsen
Assistant Commissioner

Subject: CCR-18-003 – Guidance Related to Effectiveness Index Formula (EIF)

The Effectiveness Index Formula (EIF) is an incentive-based funding system comprised of two components: placement and enrollment. The goal of the EIF is to reward approved secondary Career and Technical Education (CTE) programs that achieve success in the positive placement of program completers.

Placement Component

The EIF defines a completer as a secondary student who earns three or more units of credit in approved secondary CTE programs (within a Sequence of Courses*) and graduates.

To obtain the completer data, the Department of Elementary and Secondary Education (DESE) will use the 2017 June Student Core and Attendance files in MOSIS. In these files, each local education agency (LEA) has identified each career education student as a CHS* or CNP*.

To be included in the placement count, a completer must fall into one of the following categories: (1) a secondary student who continues his or her education in a related field, (2) a secondary student who becomes employed in a related field, or (3) a secondary student who enlists in the military.

To obtain the placement data, DESE will use the February 2018 Student Graduate Follow-up file in MOSIS. In this file, each LEA has identified the CTE attending district, CTE attending school, follow-up status and CTE placement relation for each career education student.

Each area career center and comprehensive high school will utilize the 180-day follow-up results for secondary students who completed approved secondary career education programs.

To obtain this data, DESE will match the completer's MOSIS ID in the 2017 June Student Core and Attendance file with the February 2018 Student Graduate Follow-Up MOSIS ID. If the completer was reported as either a 2YR R*; 4YR R*; NOC R*; 2YR ER*; 4YR ER*; NOC ER*; EMP R*; ENC R*; MIL R* or MIL NR*, the completer will be included in the count.

Enrollment Component

The enrollment number will be an unduplicated count of students enrolled in an approved career education program at a comprehensive high school and/or an area career center. To obtain this data, DESE will use the 2017 October Student Assignment file in MOSIS.

To ensure that each LEA receives the correct allocation from the EIF, please review and update, if necessary, any of the data elements mentioned above. DESE will allow LEAs to update data until **Friday, April 20, 2018**. On that date, DESE will assume that each LEA has made any necessary changes to the data, and the EIF allocations will be calculated.

Should you have any questions regarding the data to be used in the EIF, please contact Mike Griggs in the Office of College and Career Readiness. If you have questions regarding the EIF allocations, please contact Andy Martin in the Division of Financial and Administrative Services.

*** Definitions**

Sequence of Courses – A series of courses that builds upon each other, show a relationship and assist students in developing knowledge and skills leading to postsecondary education or employment

CHS (Career Education Concentrator) – A secondary student who has earned three or more units of credit in a sequence in a DESE-approved career education program area

CNP (Concentrator Not Participant) – A secondary student who has earned three or more units of credit in a sequence in a DESE-approved career education program area; however, is not participating in career education in the current school year

2YR R – A CTE student attending a two-year college related to the program the student received credit for while in high school

2YR ER – A CTE student attending a two-year college in a field not related to the program the student received credit for while in high school, but who is employed in a job related to the program the student received credit for while in high school.

4YR R – A CTE student attending a four-year college related to the program the student received credit for while in high school

4YR ER – A CTE student attending a four-year college in a field not related to the program the student received credit for while in high school, but who is employed in a job related to the program the student received credit for while in high school

NOC R – A CTE student attending a non-college credit postsecondary school related to the program the student received credit for while in high school

NOC ER – A CTE student attending a non-college credit postsecondary school in a field not related to the program they received credit for while in high school, but who is employed in a job related to the program the student received credit for while in high school

EMP R – A CTE student competitively employed in a job related to the program the student received credit for while in high school

ENC R – A CTE student not competitively employed in a job related to the program the student received credit for while in high school

MIL R or NR – A CTE student serving in the military