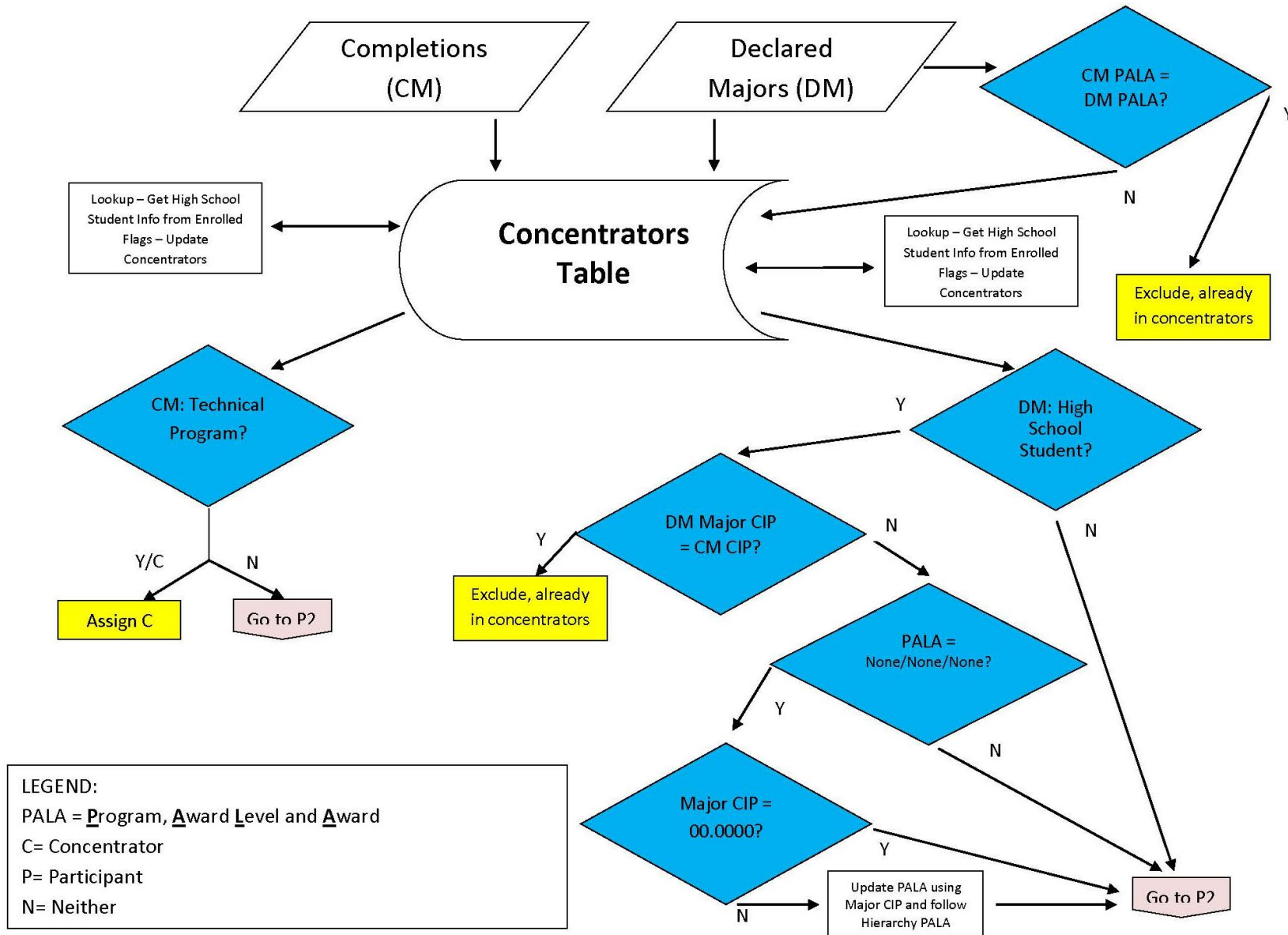
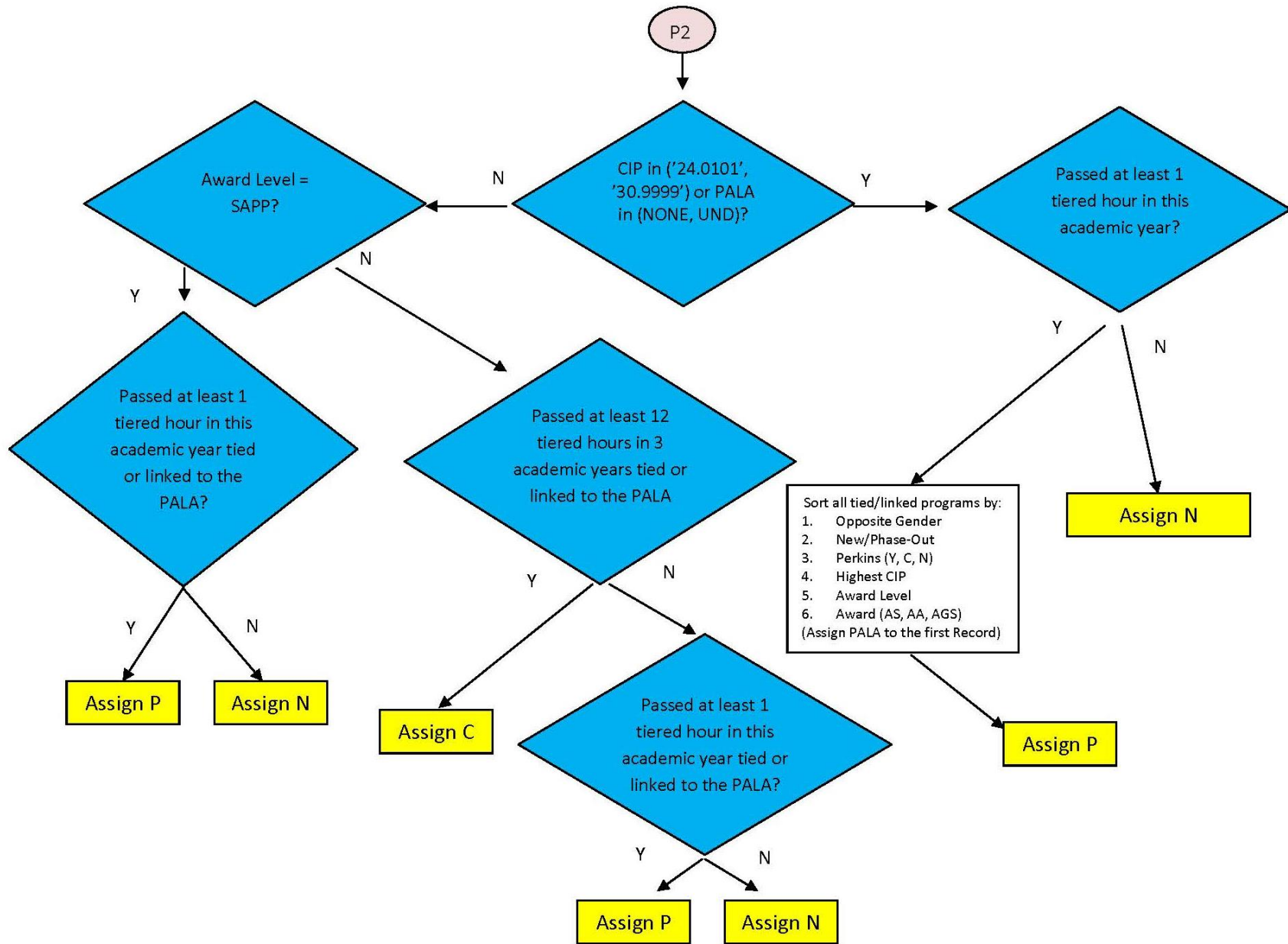


## Appendix 10 Perkins Eligibility Assignment





## Data Submission Steps

- Submit all required files for the KSPSD Academic Year (AY) collection.
- Run edits and correct all submission fatal errors. Review submission warnings and correct any as necessary.
- If the edit report returns zero fatal errors, a second KBOR routine will begin to assign the Perkins eligibility. When the Perkins eligibility processing has been completed, two more links will appear under the “assign Perkins eligible”.

### Perkins Eligibility Assignment - contains the following:

**Concentrators and Participants** – provides a listing of each student and their eligibility (concentrator, participant, none) as well as student first and last name, student ID, SSN, CIP, and PALA in Perkins approved programs. The report can be filtered to focus on one group or the other.

**Perkins Concentrators** – provides summary statistics for all students who are concentrators in Perkins approved programs. This data should be reviewed closely. It summarizes the data that will be used for Perkins accountability.

When the Perkins eligibility process has been completed, three reports will be available on the Reports tab of the KSPSD project.

**Follow-up Download**<sup>1</sup> - This report shows all students who have been identified as a concentrator. All concentrators will have at least one record in this file but additional fields will be added to help institutions populate the follow-up status code field. The students name, ID, and program will appear in this report along with three other fields. These data depend upon data submitted by other institutions as well, so all institutional data must be submitted in order for this report to be accurate.

The **enrolled in Fall** field has either a value of Y or N. A value of Y means that the student was enrolled somewhere in the Kansas public higher education system and therefore follow-up status code could be continuing education (NOTE: if employment information is available, the institution should report employed. KBOR will obtain the continuing education information when tracking the student).

The **enrolled where** field is a courtesy field with values of H or O. A value of H means the student was enrolled at the same institution in the Academic Year and Fall submissions, thus at its home institution. A value of O means the student was not found at the home institution in the Fall submission but was found in another public Kansas institution.

The **Perkins criteria** field will identify how KBOR labeled this student as a Concentrator. Values for this field are Completed or Hours. A value of Completed indicates KBOR has found a record in the Completions file for a Perkins approved program. A value of Hours indicates the student is not in the completion file with the defined PALA but has completed at least 12 tiered hours for that program.

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<sup>1</sup> The Follow-Up Download includes all concentrators and Stand-alone Program completers. Not all students in the follow-up are eligible for Perkin, but all students in the follow-up download must be followed-up on for other KBOR reporting.

NOTE: Some values in this file will change depending on which KSPSD collections have been completed. As the institution is completing the AY collection but before the Fall collection is locked, the Perkins criteria will be the only one field populated. During the Fall collection, the enrolled in Fall and “enrolled where” fields will begin populating but those values will not be final until all institutions have locked the Fall collection.

**Pell Recipient list** – a list of all students who have been identified as a concentrator (in a program eligible for Perkins funding) and who have been submitted as a Pell recipient. This information is used by KBOR Perkins staff to calculate an institutional Perkins allocation. In the allocation formula students are counted as Full-time,  $\frac{3}{4}$  - time, half-time, or are omitted. The assignment to these categories is determined based on the number of credit hours attempted by the student during each semester in which the student receives the Pell grant.

Full-time means the concentrator has 30 or more total hours for the year while receiving the Pell Grant.

$\frac{3}{4}$  - time means the concentrator has at least 22.5 total hours for the year but less than 30 hours while receiving the Pell Grant.

Part-time means the concentrator has at least 15 total hours for the year but less than 22.5 hours while receiving the Pell Grant.

Any concentrator who attempted less than 15 total hours for the year while receiving the Pell grant is omitted from the analysis.

NOTE: When determining the student’s hours applicable to the formula, KBOR staff will capture only those hours listed when the Pell recipient value equals Y. **This means that a Y value for the Pell recipient flag must be populated for EVERY term that the Perkins eligible student receives the Pell.**

**Core Indicators** – A report that indicates how each program, by CIP code, has performed against the institution’s negotiated performance targets. As with the Preliminary Follow-up download, this report varies depending on which submission of the KSPSD collection the user is viewing. More details about how this report is calculated can be found in Appendix 8.

If errors are found on these reports, it might be necessary to correct the data submitted by the institution. Institutions can access the original academic year files and make the necessary corrections by uploading a new file or by making the corrections through the file’s form. After ANY changes are made to the original files, the user will need to return to step 2 of this process.

After the institution has reviewed all of the reports and is satisfied that all data is accurate, the institution must lock the submission. After locking, KBOR will run standard quality assurance reports. Institutions should use the certification/review period to review data with President/CAO before data is certified.

**Perkins Key Data Fields within the KHEDS data submissions:****KSPSD**

<b>File</b>	<b>Data Field</b>	<b>Note</b>
All AY files	SSN	Must be the same value across 3 years of data
All AY files	Student ID	Must be the same value across 3 years of data
Enrolled Flags	Number Credit Hours Attempted	Used for Perkins allocation
Enrolled Flags	Pell Recipient	Used for Perkins allocation
Declared Majors (AY collection)	Program Code	
Declared Majors (AY collection)	Award Level	
Declared Majors (AY collection)	Award	
Registrations	Course ID	
Registrations	Outcome	
Completions	Program Code	
Completions	Award Level	
Completions	Award	
Student Flags	All fields used for Federal Report	
Student Follow Up	All fields used for Federal and State Reports	

## Program Inventory

- Program Code, Award Level, and Award must match the same fields in KSPSD submission.
- Program must be assigned by KBOR staff as a Perkins approved program, either as a Y or Conditional.
- Program CWP must correctly identify the courses considered part of the program or courses that are linked to the program.

## Course Inventory

- The Tiered/Non tiered value (referred to as Tech Gened Type in the database) must be correctly assigned by KBOR staff as either a Tiered (T) or Nontiered (N) course.

## Definitions:

**Concentrator** – A postsecondary/adult student who: (1) earns at least 12 CTE technical credits within a single CTE program area sequence that is comprised of 16 or more academic and technical credits and terminates in the award of an industry-recognized credential, a certificate or a degree; or (2) completes a short term CTE program sequence of less than 16 credit hours that terminates in an industry-recognized credential, a certificate or an associate degree.

**Participant** – A postsecondary/adult student who has earned one (1) or more CTE credits in any career and technical (CTE) program area.

**Perkins Approved Program** – A program identified as being eligible for Perkins funds by the Director of Federal Initiatives for Technical Education on the Workforce Development staff at KBOR. Institutions can verify a program is Perkins Approved by viewing the listing of the institutional programs in the Program Inventory project of the KSPSD System. Note: Beginning with the 2010-2011 data collections, the possible values for a Perkins Approved Program are Y= Perkins approved, N= Not Perkins approved or C= conditionally approved as a Perkins program. A conditional program is considered a Perkins approved program for determining Participant or Concentrator status and will be evaluated by the Director of Federal Initiatives for Technical Education on a yearly basis.

**Declared Program** – A student's declared program is determined by evaluating the program code, award level, and award (PALA) submitted for the student in the Declared Majors AND Completions file of the KSPSD Academic year submission. If the PALA submitted for the student is not equivalent in the Completions and Declared Majors file, it is assumed that the student has two different programs of study.

**Perkins Core Indicators Reporting Timeline**

<b>Perkins Indicator</b>	<b>Academic Year (AY)</b>	<b>Fall Census (FA)</b>	<b>Follow-Up (SU)</b>	<b>Kansas Labor Data (DL)</b>
<b>1P1</b>	*N/A	*N/A	Calculated	No Change
<b>2P1</b>	*N/A	Calculated	Re-Calculated	No Change
<b>3P1</b>	Calculated after AY closes	No Change	No Change	No Change
<b>4P1</b>	*N/A	*N/A	Calculated	Re-Calculated
<b>5P1</b>	Calculated	No Change	Re-Calculated	No Change
<b>5P2</b>	Calculated	No Change	Re-Calculated	No Change

**\*Data not available at this time**