# 2022-2023 Reengagement Collaborative Grant

# INDIVIDUAL-LEVEL PARTICIPANT DATA COLLECTION AND REPORTING:

## Data Manual
### 1.4.23



**Welcome to the Oregon Youth Reengagement System.**  Understanding our youth in Oregon is an important element in supporting them.  Thank you for your incredible work and partnership in gathering as accurate data as possible.

The **2022-2023 Reengagement Collaborative Grant** will use a subset of the Reengagement Data Elements.  The Quick Reference Guide (Part I below) will outline and define the data elements being collected for the Individual-level Participant Data Reporting for the 2022-2023 collaborative grants.   Part II below also contains detailed information on each data element.

This 2022-2023 Reengagement Collaborative Data Manual incorporates changes and clarifications made to the 2021-2023 Reengagement Data Manual (dated 17February22) through FAQs and Addendum.  The changes are highlighted and crossed out as follows:

- In the detailed description of the data elements, the ==red font/green highlight==, below are updates and clarifications for the "2021-2023 Reengagement Grants: Participant Data Report: Quick Reference Guide & Data Manual" for the Reengagement Participant Data Report made on April 4,2022 (these changes include the Addendum#1 and the FAQ).
- The ==Yellow highlights== are updates made to this document January 4, 2023, which include age eligibility clarifications (Addendum#2) and other small changes.

**Questions and feedback can be addressed to the Reengagement Data Collection liaison, Molly Burns:**

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Reengagement Grant Manager
Youth Development Division
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Please let your grant manager know if you have any questions.

# Part I: Quick Reference Guide:

**Chart 1:** The chart below lists the *Data Elements* for the individual-level participant data reporting. Under *Data Source*, data typically contained in Oregon public schools student records is labeled "Educational Provider". Data which should be gathered from a program intake or exit interview for accuracy is labeled "Program Interview". Other Reengagement Program data is labeled "Program". Also specified is the *Collection Time* or when to gather the data; the *Data Element Type* or the data entry format; and if the data element is *Required*. The data elements are defined under *Data Element Description*.

| | Data Element | Data Source | Collection Time | Data Element Type | 22-23 RCG Required? | Data Element Description |
|---|---|---|---|---|---|---|
| 1. | Legal Last Name | Educational Provider | At entry | Text | Required | Legal last name of the student. |
| 2. | Legal First Name | Educational Provider | At entry | Text | Required | Legal first name of the student. |
| 3. | Legal Middle Name | Educational Provider | At entry | Text | Not Required | Legal middle name of the student. |
| 4. | Suffix | Educational Provider | At entry | Text | Not Required | Name suffix of the student (i.e., Jr., II, III). |
| 5. | Youth's District/ Local Student ID # | Educational Provider | At entry | Code (If you cannot provide a SSID in the next column, please provide a local unique student identifier in this column.) | Not Required | Identifier, assigned by the district, used to uniquely identify the student. |
| 6. | Youth's Secure Student Identifier (SSID) | Educational Provider | At entry | Code (Provide SSID from official record, or leave blank and provide a local unique student identifier.) | Required | ODE assigned Secure Student Identifier (SSID) with a trailing check digit. |
| 7. | Date of Birth | Educational Provider | At entry | Numeric: mm-dd-yy | Required | Date the student was born. |
| 8. | Gender | Educational Provider | At entry | Drop-down option | Required | Indicates student self-identified gender. |
| 9. | Hispanic or Latino/a/x | Educational Provider | At entry | Drop-down option | Required | Indicates student self-identified Hispanic or Latino/a/x ethnicity. |
| 10. | Race/s | Educational Provider | At entry | Select all that apply | Required | Indicates student self-identified race(s). If a youth identifies as solely "Hispanic/Latino/a/x", #10 Race/s can be left blank provided that information is completed in #9 Hispanic or Latino/a/x and #11 Additional Race/Ethnicity, such as "Hispanic/Latino/a/x". |
| 11. | Additional Race/Ethnicity Information | Program | At entry | Text | Not Required | Indicates additional student self-identified races and ethnicities collected by grantee. |
| 12. | Native/Indigenous Identity/Identities | Educational Provider /Program | At entry | Text (Please specify native and indigenous identity/identities, or write "N/A".) | Required | Specifies the name(s) of the of the Native or Indigenous tribe(s), band(s), clan(s), and Federally or state recognized Nation(s) that are part of the youth's story. |
| 13. | Current Grade (if seeking Diploma), GED, or AHSD | Educational Provider /Program | At entry (update if changes) | Drop-down option | Not Required | -Current Grade: For a youth who is seeking a high school diploma, indicates the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age. -GED: Indicates youth seeks a GED. -AHSD: Indicates youth seeks an Adult High School Diploma. |
| 14. | High School Entry Cohort School Year | Educational Provider | At entry | Drop-down option (Select Cohort from drop-down if taken from official records. If not, select "Unknown"). | Not Required | School year the student originally entered high school based on official school records. |
| 15. | Special Education | Educational Provider | At entry | Drop-down option (Select from Drop-down if taken from official record. If not, select "Unknown"). | Not Required | Indicates student participation in an Individualized Education Plan (IEP/IFSP) based on official school records. |

| | | | | | |
|---|---|---|---|---|---|
| 16. Section 504 | Educational Provider | At entry | Drop-down option (Select from Drop-down if taken from official record. If not, select "Unknown"). | Not Required | Indicates student eligibility for Section 504 services based on official school records. |
| 17. Economic Disadvantage | Educational Provider /Program | At entry | Select at least one all that apply | Not Required | Indicates student or family economic disadvantage. |
| 18. Last School Code Enrolled Prior to Reengagement | Educational Provider | At entry | School Code | Not Required | The school at which the student last received instruction before disengagement. |
| 19. Current School/Program of Educational Services aft | Educational Provider /Program | At reconnectio n | School Code or School or Program Name | Not Required | The school or program the youth receives high school completion Educational Services while enrolled in the Reengagement Program. |
| 20. Reengagement Begin Date | Program | At entry | Numeric: mm-dd-yy (Type dates on or after July 1, 2022) | Required | The date the student began this period of reengagement, July 1 or later of the program year. |
| 21. Eligibility Code | Program | At entry | Drop-down option | Required | Organization assigned eligibility code, as defined in Reengagement RFA, Grant Agreement, and Oregon Administrative Rule. |
| 22. Reengagement Program Entry Status | Program Interview | At entry | Drop-down option | Not Required | Indicates where the student is entering the Reengagement Program from. |
| 23. How Youth Heard about the Program | Program Interview | At entry | Drop-down option | Not Required | Indicates how the student heard about the program. |
| 24. Living Situation | Program Interview | At entry | Drop-down option | Not Required | Indicates student identified current living situation at intake. |
| 25. Reasons for Disengagement | Program Interview | At entry | Select all that apply | Not Required | Student self-identified reasons for disengagement from school. |
| 26. Reasons for Entering | Program Interview | At entry | Select all that apply | Not Required | Student self-identified reasons for enrolling in Reengagement Program. |
| 27. Number of Credits Earned during Reengagement | Program | At exit | Numeric (List to the nearest .1 credit.) Put "0" if zero credits earned, or put "NA" if seeking GED. NOTE: THIS IS DURING THE REENGAGEMENT PERIOD | Required | The total number of transcripted credits that the student earned during reengagement period or until completion. Entry is to two decimal places. Please list to the nearest .1 credit. |
| 28. Number of Official GED Tests Passed during Reengagement | Program | At exit | Drop-down option | Required | The total number of GED tests that the student passed during reengagement period. |
| 29. High School Credential Earned | Program | At exit | Drop-down option | Required | Indicates the type of high school diploma or credential earned. |
| 30. Date High School Credential Earned | Program | At exit | Numeric: mm-dd-yy (Enter the date the credential is earned. If none earned, write "N/A". DO NOT LEAVE BLANK.) | Required | Date high school diploma or credential is earned. |
| 31. Post-completion Follow-up Services | Program | At exit | Drop-down option | Required | Indicates if an Eligible Youth enrolled in/received Post-Completion follow-up services after completing a high school diploma or its equivalent. |
| 32. Employed | Program Interview | At exit | Drop-down option | Required | Student identified employment during reengagement period. |
| 33. Reengagement Program Exit Status | Program Interview | At exit | Drop-down option | Required | Describes the student's status at program exit, or the last day of the reporting year, whichever is earlier. |
| 34. Reengagement Program Exit Date | Program | At exit | Numeric: mm-dd-yy | Required | The date the student exited the Reengagement Program, or the last day of the reporting year (June 30), whichever is earlier. Exit may be as a result of the youth withdrawing, the program exiting the youth, the youth completing, or the last day in the reporting period, whichever is earlier. |
| 35. Grant Type | NA | NA | Prefilled Code | Required | Pre-populated field with the YDD grant type. |
| 36. Grantee Organization Name | NA | NA | Prefilled Code | Required | Pre-populated field with the name of YDD reengagement grantee. |

# Part II: Individual-level Participant Data Report: Detailed Description of Data Elements (Note, all data elements, both required and not required are explained here.)

## I.       Overview

Data reporting for the 2021-2023 Reengagement Opportunity Grants consists of both a yearly Individual-level Participant Data Report (or Participant Data Report) and Quarterly Program Data Reports.   This guide describes the Participant Data Report. Numbers reported in the Program Data Report and the Participant Data Report should align and be consistent.

## II.      Format

The Individual-level Participant Data Report will be in an online spreadsheet in Smartsheets Gov.  Each program will let their grant manager know which individual(s) need access to the secure Smartsheets Gov file.  If your program has a special format need, please talk to your grant manager.

## III.     Completing the Spreadsheet

All Eligible Youth must be individually listed in the Participant Data Report.  All fields should be filled in completely unless marked "Optional".  Please do not leave any blanks.  Detailed instructions for each Data Element specify how to complete a field and not leave blanks.

Many of the fields will need to be completed with information from a youth's official school record or transcript.  Requesting the youth's updated transcript will ensure accurate data and verify the information. As these are academic records, for grantees not providing educational access directly, a data sharing agreement may need to be in place with the educational provider.  *Let your grant manager know if your staff needs assistance reading high school transcripts as training can be provided.*

Intake and exit interviews are needed to complete the spreadsheet.  Many of the data fields require a reengagement specialist to interview youth at entry and exit to know who they are, what their situation is, and what their plans are.  Such understanding comes through building trust and talking to a youth about their past, current, and future lives and aspirations.  **Selecting one answer uniformly for all youth in a program does not meet this data requirement.**  *Let your grant manager know if you would like resources for interviewing.*

## IV.     Eligibility Notes

Eligibility for participation in YDD-funded reengagement programming has specific credential and age requirements.  **Please carefully read the eligibility criteria in _#21 Eligibility Code_ and _#31 Follow-up Services_ and ask your grant manager if you have any questions.**

# V.    Detailed Data Element Descriptions

See descriptions below of each data element as well as of each selection option.

1. <u>**Legal Last Name**</u>
2. <u>**Legal First Name**</u>
3. <u>**Legal Middle Name**</u> **(Optional)**
4. <u>**Suffix (Optional)**</u>

| Legal Last Name | Legal last name of the student. |
|---|---|
| **Legal First Name** | Legal first name of the student. |
| **Legal Middle Name (Optional)** | Legal middle name of the student. |
| **Suffix (Optional)** | Name suffix of the student (i.e., Jr., II, III). |

Please check for accuracy.  Include a full middle name.

## 5. <u>**Youth's District/ Local Student ID #**</u>  **(Optional)**

| Youth's District/ Local Student ID # | Identifier, assigned by the district, used to uniquely identify the student. |
|---|---|

If you cannot provide a SSID in the next column (#6 below), please provide a local unique student identifier in this column.  Typically, a transcript has this code on it.

## 6. <u>**Youth's Secure Student Identifier (SSID)**</u>

| Youth's Secure Student Identifier (SSID) | ODE assigned Secure Student Identifier (SSID) with a trailing check digit. |
|---|---|

Provide SSID from official record, or leave blank and provide a local unique student identifier (#5 above) This field is preferred if accessible through your Student Information System (SIS).

## 7. <u>**Date of Birth**</u>

| Date of Birth | Date the student was born. |
|---|---|

Please check for accuracy.

## 8. <u>**Gender**</u>

| Gender | Indicates student self-identified gender. |
|---|---|

| Male | Student self-identified gender. |
|---|---|
| **Female** | Student self-identified gender. |
| **Nonbinary** | Student self-identified non-binary gender identifications, as well as those wishing not to disclose. |

## 9.  Hispanic or Latino/a/x

| Hispanic or Latino/a/x | Indicates student self-identified Hispanic or Latino/a/x ethnicity. |
|---|---|
| Hispanic/Latino/a/x | Student self-identified Hispanic or Latino/a/x ethnicity. |
| Not Hispanic/Latino/a/x | Student not self-identified Hispanic or Latino/a/x ethnicity. |

## 10.  Race/s

| Race/s | Indicates student self-identified race(s). |
|---|---|

Select as many as apply. Minimum 1 is required.

| American Indian/Alaska Native | Student self-identified race. |
|---|---|
| Asian | Student self-identified race. |
| Black/African American | Student self-identified race. |
| Native Hawaiian/Pacific Islander | Student self-identified race. |
| White | Student self-identified race. |

If a youth identifies as solely "Hispanic/Latino/a/x", #10 Race/s can be left blank, provided information is provided in #9 Hispanic or Latino/a/x **and** #11 Additional Race/Ethnicity, such as "Hispanic/Latino/a/x".

## 11.  Additional Race/Ethnicity information (Optional)

| Additional Race/Ethnicity information | Indicates additional student self-identified races and ethnicities collected by grantee. |
|---|---|

This field is optional.  Provide detailed ethnicity/race information collected by your organization which describes the ethnic, racial, and cultural identities and backgrounds of the youth served by your organization.

Work with your grant manager on consistent coding.  Use a semi-comma [;] to separate.

## 12.  Native/Indigenous Identity/Identities

| Native/Indigenous Identity/Identities | ~~Indicates student self-identified native or indigenous identity or identities.~~ Specifies the name(s) of the of the Native or Indigenous tribe(s), band(s), clan(s), and Federally or state recognized Nation(s) that are part of the youth's story. |
|---|---|

Specify the name or names of the tribe(s), band(s), clan(s), and Federally or state recognized Nation(s) that are part of the youth's story.  ~~of self-reported native or indigenous identity or identities .~~  Use this field to note any Indigenous identity/identities, including in Latin America and elsewhere.
- Use a semi-colon [;] to separate if multiple.
- If the youth has Native or Indigenous identity/ies, and does not specify the tribe(s), band(s), clan(s), or Nation(s), write "Unknown".
- If the youth does not report Native or Indigenous identity/ies, write "N/A".
- Schools pulling data from an ODE student information system may use the American Indian Tribal Membership Code for this column. Do not provide American Indian Tribal Enrollment Number.  Please provide the name of the recognized tribe/Nation instead.

## 13.   Current Grade (if seeking Diploma), GED, or AHSD

| Current Grade (if seeking Diploma), GED, or AHSD | Current Grade:  For a youth who is seeking a **high school diploma**, indicates the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age. <br><br> GED:  Indicates youth seeks a GED. <br><br> AHSD:  Indicates youth seeks an Adult High School Diploma. |
|---|---|

Select one.

- Select <u>one of the grade levels</u> if the youth is seeking a high school diploma.
- Select "GED" if the youth is seeking a GED.
- Select "AHSD" if the youth is seeking an Adult High School Diploma (AHSD).
- If the youth is enrolled in two of the categories at the same time, (e.g., in diploma and GED programs, or in GED and AHSD programs), **select the <u>primary</u> credential that the youth is seeking**.

**Time of Collection**:  Although this information is to be gathered at entry, <u>update this information if the youth changes the primary credential being sought.</u>

| | |
|---|---|
| **Eighth Grade** | Diploma-seeking student: enrolled in eighth grade, or an ungraded student who is 13 years old on September 1 of the reporting year. |
| **Ninth Grade** | Diploma-seeking student: enrolled in ninth grade, or an ungraded student who is 14 years old on September 1 of the reporting year. |
| **Tenth Grade** | Diploma-seeking student: enrolled in tenth grade, or an ungraded student who is 15 years old on September 1 of the reporting year. |
| **Eleventh Grade** | Diploma-seeking student: enrolled in eleventh grade, or an ungraded student who is 16 years old on September 1 of the reporting year. |
| **Twelfth Grade** | Diploma-seeking student: enrolled in twelfth grade, or an ungraded student who is 17+ years old on September 1 of the reporting year. |
| **Twelfth Grade Plus** | Diploma-seeking student: enrolled in twelfth grade, or an ungraded student who is 18+ years old on September 1 of the reporting year. Indicates a youth has been in the 12th grade, stopped attending high school, and now returns again to complete the 12th grade. |
| **GED** | Not regular High School diploma track: Indicates the youth is seeking a GED credential. |
| **AHSD** | Not regular High School diploma track: Indicates the youth is seeking an Adult High School Diploma (through a community college.) |
| **(2022-2023 Follow-up:  Career Training)** | Second year of grant only:  In Year 2 (2022-2023) of the 2-year grant period, indicates youth is in follow-up services for career training, which is not taken for college credit. |
| **(2022-2023 Follow-up:  Post-Secondary)** | Second year of grant only:  In Year 2 (2022-2023) of the 2-year grant period, indicates youth is in follow-up services for post-secondary education or training, which is taken for college credit. |

## 14.   High School Entry Cohort School Year (Optional *unless taken from official school records*)

| High School Entry Cohort School Year | School year the student originally entered high school based on official school records. |
|---|---|

Typically, a transcript has this information.  This is an optional field.  **Please select "Unknown" if the information is not gathered from an official school record.**

| Not yet in H.S. | Indicates no high school entry cohort school year. |
|---|---|
| 2021/22 | Official ODE high school entry cohort school year. |
| 2020/21 | Official ODE high school entry cohort school year. |
| 2019/20 | Official ODE high school entry cohort school year. |
| 2018/19 | Official ODE high school entry cohort school year. |
| 2017/18 | Official ODE high school entry cohort school year. |
| 2016/17 | Official ODE high school entry cohort school year. |
| 2015/16 | Official ODE high school entry cohort school year. |
| Prior to 2015 | Official ODE high school entry cohort school year is earlier than 2015/16 school year. |
| Unknown | Unknown. |

## 15.   Special Education

| Special Education | Indicates student participation in an Individualized Education Plan (IEP) based on official school records. |
|---|---|

This information may be indicated on a transcript or other official school document.  Include only if the youth has a verified IEP on file in the K-12 system.  **Please select "Unknown" if the information is not gathered from an official school record.**

| Yes | Indicates official records shows participation in an IEP. |
|---|---|
| No | Indicates official records shows no participation in an IEP. |
| Unknown | Indicates that the official record is not available to the program. |

## 16.   Section 504

| Section 504 | Indicates student eligibility for Section 504 services based on official school records. |
|---|---|

Include only if the youth has a 504 plan in school records.  **Please select "Unknown" if the information is not gathered from an official school record.**

| Yes | Official records indicate eligibility for Section 504 services. |
|---|---|
| No | Official records do not indicate eligibility for Section 504 services. |
| Unknown | Section 504 services status is unknown. |

## 17. Economic Disadvantage

| Economic Disadvantage | Indicates student or family economic disadvantage. |
|---|---|

Select the income-level indicator(s) that your program uses. ~~Select~~ at least one ~~that applies.~~ ~~Select as many as apply.~~ Minimum 1 is required. Note, participation in the Free and Reduced School Lunch Program is not a strong indicator of economic disadvantage due to changes made during the pandemic; if programs have other income-level indicators, please select those.

| Not Applicable | Indicates youth is not economically disadvantaged. |
|---|---|
| US Federal Poverty Guidelines | Indicates youth or family is earning below income levels set by US Federal Government. |
| School Lunch Program | Indicates participation in the National School Lunch Program offering free or reduced priced meals. |
| SNAP | Indicates youth or family participation in Supplemental Nutrition Assistance Program (SNAP). |
| TANF | Indicates family participation in Temporary Assistance for Needy Families (TANF). |
| Other | Indicates other criteria used by the program to establish economic disadvantage. |
| Unknown | Unknown. |

**NOTE:** US Federal Poverty Guidelines are to be posted to the YDD Technical Assistance Webpage.

## 18. Last School Code Enrolled Prior to Reengagement

| Last School Code Enrolled Prior to Reengagement | The school at which the student last received instruction before disengagement. |
|---|---|

Please indicate the school from which the youth most recently disengaged. Use the ODE school code.

To look the ODE school code up, there are two ways to search:
**Oregon School Directory**
- Go to https://www.oregon.gov/ode/schools-and-districts/Pages/Institution-Identification-School-Names.aspx
- Select "Oregon School Directory" https://www.oregon.gov/ode/about-us/Pages/School-Directory.aspx
- Follow the instructions on the page to download a PDF of District and School Names and Codes.

**Institutional Search**
- Go to https://www.oregon.gov/ode/schools-and-districts/Pages/Institution-Identification-School-Names.aspx
- Select "Institutional Search" https://www.ode.state.or.us/instID/
- Follow the instructions to search for a particular institution.

**NOTE:** Examples of how to complete "Last School Code Enrolled Prior to Reengagement" and related categories based on various scenarios are to be posted to the YDD Technical Assistance Webpage and labeled "*21-23 ROG Participant Data Report: Illustrations.*"

# 19. Current School/Program of Educational Services After Reconnection

| Current School/Program of Educational Services after Reconnection | The school or program the youth receives high school completion Educational Services while enrolled in the Reengagement Program. |
|---|---|

This field records the school or program where the reengaged youth receives their high school completion Educational Services through the Reengagement Program period.
- If a youth is enrolled in GED classes, write the name of the program, school, or college.
- If a school is the provider of Educational Services, please use the School Code Lookup for the code as described above. (https://www.oregon.gov/ode/schools-and-districts/Pages/Institution-Identification-School-Names.aspx)
- If no connection to high school completion Educational Services has been made at the time of reporting, write "NONE".
- If the youth attends more than one educational provider during a continual period of reengagement, please add the code or school codes and separate by commas.

**PROCESS NOTE:** **Access to Educational Services is a required component of the Reengagement Opportunity Grant.  Documented verification of access may be requested by grant manager.**

# 20. Reengagement Begin Date

| Reengagement Begin Date | The date the student began this period of reengagement, July 1 or later of the program year. |
|---|---|

Enrollment is defined as a minimum of 1 day participation in the program.

For Reengagement Programs in operation as of July 1 of the program year with youth with continuous enrollment from one reporting year to the next, please use July 1 (year).

# 21. Eligibility Code

| Eligibility Code | Organization assigned eligibility code, as defined in Reengagement RFA, Grant Agreement, and Oregon Administrative Rule. |
|---|---|

**ELIGIBILITY CRITERIA:**  Each youth enrolled in the YDD-funded reengagement programming must meet one of four criteria.

| A. Youth ages 14-21, listed as a dropout under ORS 339.505. | Youth ages 14-21 who are defined as a dropout under ORS 339.505, and not exempt from attending public school under ORS 339.030 |
|---|---|
| B. Youth ages 14-21, referred by eligible referring agency. | Youth ages 14-21 who are referred by any of the following:<br>• Oregon Youth Authority<br>• Department of Human Services<br>• Juvenile Court Judges<br>• A County Juvenile Department<br>• A Federally-Recognized Tribe (or agency thereof)<br>• A School District, or<br>• An Education Service District |
| C. Youth ages 14-21 who are not enrolled in school, and have not earned a high school diploma or GED. | Youth ages 14-21 who are not enrolled in school, and have not earned a high school diploma or GED |
| D. Youth ages 16-21 enrolled in a public high school, one or more years prior, and have earned 3 or more credits fewer than the expected. | Youth ages 16-21 who are enrolled in a public high school, initially enrolled in high school one or more years prior, and have earned 3 or more credits fewer than the expected number of credits to be earned based on the duration of enrollment |

**ELIGIBILITY FOR REENGAGEMENT PROGRAMMING:**

To be eligible for enrollment in an YDD-funded Reengagement Program, a reengaged youth:

1.  Must meet one of the 4 eligibility criteria specified in the Grant Agreement (and must adhere to age requirements established within the eligibility criteria). (See above)

2.  ==Must be 14-21 years old at enrollment.== ~~at least~~ 14 years and ~~under~~ 21 years of age on the first day of the school year or, if unknown, on September 1 *(September 1, 2021, for year 1 and September 1, 2022, for year 2).*
    a. If the youth's eligibility is based on Criterion D, they must not be younger than 16 years at Reengagement Program enrollment.

3.  ==Must <u>not</u> have completed their high school credential prior to enrollment in the 2021-2023 Reengagement Program (no earlier than July 1, 2021).==

Llink to [Addendum #2](#) for more age eligibility FAQs.

**PROCESS NOTE:**  In addition to verifying eligibility and age requirements as noted directly above, ensure that your program establishes criteria for what constitutes (a) youth enrollment and (b) youth exit from the Reengagement Program.


**NOTE ON SELECTION OF ELIGIBILITY CRITERION**
The intention of the Reengagement System is to reach the hardest to reach youth who have either disconnected or are at high risk of disconnecting without reengagement programming and need specific Reengagement Services to complete high school and access pathways to fully realize their future career, educational, and personal goals.  Ensure that there is a *referral design* in place and/or enrollment criteria which uses a *multiple measures approach* to determine if the youth will benefit from Reengagement Services.


**IF MULTIPLE CRITERIA APPLY**
In order to best document the need for Reengagement Services, as applicable, select Criterion A and Criterion C before selecting Criterion D; only select Criterion D, as applicable, if neither A nor C apply.


**IF ELIGIBILITY BY REFERRAL**
When selecting the eligibility by referral (Criterion B), Criterion B should match the Referral Source.  For example, if the Eligibility Criterion B is selected based on a referral from a Juvenile Court Judge, then select (B) for eligibility and select "Juvenile Court Judge" for "How Youth Heard about the Program."

## 22.    Reengagement Program Entry Status

| Reengagement Program Entry Status | Indicates where the student is entering the Reengagement Program from. |
|---|---|

Record the youth's status immediately prior to hearing about the Reengagement Program, being referred to the Reengagement Program, or making contact with program staff.  You will note that there are schooling-based options, indicators of youth disconnection, as well as a returning or continuing status.

| | |
|---|---|
| **Homeschool in Oregon** | Student was enrolled in Homeschooling in Oregon prior to Reengagement Program entry. |
| **JDEP/YCEP** | Student was enrolled in a Juvenile Detention Education Program (JDEP) or a Youth Corrections Education Program (YCEP) prior to Reengagement Program entry. |
| **Not Attending School, Employed in Oregon** | Student was not attending school and was employed in Oregon prior to Reengagement Program entry. |
| **Not Attending School, Not Employed, in Oregon** | Student was not attending school and not employed in Oregon prior to Reengagement Program entry. |
| **Oregon Alternative High School** | Student was enrolled in an Oregon public alternative high school prior to Reengagement Program entry. |
| **Oregon Charter School** | Student was enrolled in an Oregon public charter school prior to Reengagement Program entry. |
| **Oregon Regular High School** | Student was enrolled in an Oregon public high school prior to Reengagement Program entry. |
| **Other Private School/Program in Oregon** | Student was enrolled in an Other Private School/Program in Oregon prior to Reengagement Program entry. |
| **Other Residential Program ~~in Oregon~~** | Student was enrolled in a Residential Program ~~in Oregon~~ (includes hospital, residential treatment program, etc., and excludes ~~other than~~ JDEP/YCEP prior to Reengagement Program entry. |
| **Out of State/Country** | Student was living out of state or outside the US prior to Reengagement Program entry. |
| **Returning Student** | Student is enrolled in YDD-funded reengagement with continuous enrollment/engagement from one reporting period to the new reporting period. (See notes on "Returning" below.) |
| **Other/Unknown** | Student status was Other/Unknown prior to Reengagement Program entry. |

## Note on the "Returning" status:

For Reengagement Programs continuing from last biennium:
- Use "Returning" for youth who have continuous enrollment in reengagement from spring 2021 through summer 2021.
- Use "Returning" for youth who participated in spring 2021, the program had a program break in summer 2021, and the youth re-started in fall 2021 with the resumption of programming for the new 2021-2023 biennium grant.

For Year 2 of the grant period:
- Use "Returning" for youth who have continuous enrollment in reengagement from spring 2022 through summer 2022.
- Use "Returning" for youth who participated in spring 2022, the program had a program break in summer 2022, and the youth re-started in fall 2022 with the resumption of programming for the second year of the 2021-2023 biennium grant.

Note:  A youth who participated in a previous reporting year **but exited due to lack of engagement would** be a *re-enrollment* not "Returning".

## 23. How Youth Heard about the Program

| How Youth Heard about the Program | Indicates how the student heard about the program. |
|---|---|

**Select the option which indicates how the youth heard about the program or the referral source.** As noted above, if the youth is referred by one of the agencies allowed under Eligibility Criterion B, be sure to match that referral here. For referrals, the "referred youth" is a <u>youth who has been specifically referred to a Reengagement Program by another organization in some method whereby the youth is aware of the referral</u>, such as a referring agency staff introducing the youth to program staff or other formal referral processes.

<u>PROCESS NOTE:</u> Ensure your program maintains records for tracking <u>referrals</u>. Referral systems should be clear and referrals documented.

| County Juvenile Department | Student was referred by County Juvenile Department. |
|---|---|
| Department of Human Services | Student was referred by Department of Human Services. |
| Educational Service District (ESD) | Student was referred by Educational Service District. |
| Federally-Recognized Tribe | Student was referred by federally-recognized tribe. |
| Juvenile Court Judge | Student was referred by juvenile court judge. |
| Oregon Youth Authority | Student was referred by Oregon Youth Authority. |
| Parent/Guardian | Student learned of the program from a parent/guardian. |
| Peer-Referred | Student learned of the program from a Reengagement Program participant. |
| Previous School | Student learned of the program from a previous school. |
| Reengagement Outreach Staff | Student learned of the program from a reengagement outreach staff. |
| Returning Student | Student is enrolled in YDD-funded reengagement with continuous enrollment/engagement from one reporting period to the new reporting period. (See notes in the section above which further clarify "Returning".) |
| School District | Student was referred by a school district. |
| Self-Referred | Student was self-referred; saw an advertisement on social media or print media; walked into the office; etc. |
| Other | Student heard about the program by a source not listed. |

## 24. Living Situation

| Living Situation | Indicates student identified current living situation at intake. |
|---|---|

| Living Alone or with Roommate | Youth lives either alone or with a roommate and is self-supporting. |
|---|---|
| Living in Foster Care | Youth lives in foster care home or foster care setting. |
| Living in Residential Setting | Youth lives in a non-household living arrangement, including juvenile detention, residential health facility, dormitory, group home, etc. |
| Living Situation is Inconsistent | Youth does not have a consistent living situation. Youth may be moving between households, doubling up, couch surfing, living in a shelter, living on the streets, etc. |
| Living with Extended Family | Youth lives with a family member(s) other than parent or legal guardian. |
| Living with Friends | Youth lives with friends or other non-family members through a permanent, informal arrangement. |
| Living with Parent(s)/Guardian(s) | Youth lives with parent(s) or legal guardian(s). |
| Living with Spouse/Partner and/or Child(ren) | Youth lives on their own with a spouse or domestic partner and/or with child(ren). |

| | |
|---|---|
| **Wish Not to Respond** | Youth wishes not to respond. |

## 25. Reasons for Disengagement

| Reasons for Disengagement | Student self-identified reasons for disengagement from school. |
|---|---|

Select as many as apply.  Minimum 1 is required.  **These are self-identified reasons for disengaging.**

| | |
|---|---|
| **Academic (Other)** | Youth self-identifies the lack of educational support for their academic needs (either advanced or remediation needs) as a reason for leaving and/or disconnecting from school. |
| **Credit Deficiency** | Youth self-identifies as being behind their cohort in credits as a reason for leaving and/or disconnecting from school. |
| **Disciplinary** | Youth self-identifies being suspended, expelled, or involved in the juvenile justice system as a reason for and/or disconnecting from leaving school. |
| **Employment** | Youth self-identifies needing to earn money as a reason for leaving and/or disconnecting from school. |
| **Family Caregiving** | Youth self-identifies needing to care for a family member as a reason for leaving and/or disconnecting from school. |
| **Home Life** | Youth self-identifies home life (frequently moving, instability, problems with siblings, problems with guardians, etc.) as a reason for leaving and/or disconnecting from school. |
| **Natural Disaster or Epidemic** | Youth self-identifies impacts from natural disasters or public health crisis such as COVID 19 as a reason for disconnecting from school. |
| **Pregnant/Parenting Youth** | Youth/youth's partner is pregnant or has a child and self-identifies the need to care/provide for the infant or child as a reason for leaving and/or disconnecting from school. |
| **Residential Care/Treatment** | Youth self-identifies being in residential care/treatment as a reason for leaving and/or disconnecting from school. |
| **Social (Bullying)** | Youth self-identifies peer-on-peer bullying others or being bullied as a reason for leaving and/or disconnecting from school.  Bullying does not have to be repetitive. |
| **Social (Other)** | Youth self-identifies the school social environment as a reason for leaving and/or disconnecting from school. Includes both peer relations as well as relationships with adults at school. |
| **Student Health** | Youth self-identifies physical or mental health as a reason for leaving and/or disconnecting from school. |
| **Transportation** | Youth self-identifies as lacking consistent transportation to school as a reason for leaving and/or disconnecting from school. |
| **Traumatic Life Event** | Youth self-identifies a traumatic life event as a reason for leaving and/or disconnecting from school. For example, a divorce, a death, being beat up, the loss of a family member to jail, addiction, etc. |

**PROCESS NOTE:**  Some reasons listed do not describe the factors or complexity driving disengagement. Programs must interview youth for accurate data on reasons for disengaging.  Selecting the same answer for all youth does not meet the requirements of data collection.

## 26.   Reasons for Entering

| Reasons for Entering | Student self-identified reasons for enrolling in Reengagement Program. |
|---|---|

Select as many as apply.  Minimum 1 is required.  **These are self-identified reasons for re-engaging.**

| | |
|---|---|
| **Academic and Career Coaching** | Youth self-identifies Academic and Career Coaching (i.e., access to a support person for academic and career goals) as a reason for entering. |
| **Accommodation of Health Issues or Disabilities** | Youth self-identifies Accommodation of Health Issues or Disabilities as a reason for entering. |
| **Alternative Education Setting** | Youth self-identifies the Alternative Education Setting (i.e., a learning environment which is new or different from the traditional public high school educational setting) as a reason for entering. |
| **Behavioral/Mental Health Supports** | Youth self-identifies Behavioral/Mental Health Supports (i.e., the services themselves or connection to the services through program staff) as a reason for entering. |
| **Class Size** | Youth self-identifies Class Size as a reason for entering. |
| **Credit Recovery** | Youth self-identifies desire to recover high credits to apply toward a high school credential as a reason for entering. |
| **Culturally Relevant Programming** | Youth self-identifies Culturally Relevant Programming as a reason for entering. |
| **Family Support** | Youth self-identifies as support from their family as a reason for entering. |
| **GED Completion Options** | Youth self-identifies GED Completion Options as a reason for entering. |
| **High School Diploma Completion Options** | Youth self-identifies High School Diploma Completion Options as a reason for entering. |
| **Individualized Services/Supports** | Youth self-identifies Individualized Services/Supports as a reason for entering. |
| **Outreach Services** | Youth self-identifies connection by and trust built with Outreach Services as a reason for entering. |
| **Post-Secondary Support/Access** | Youth self-identifies Post-Secondary Support/Access as a reason for entering. |
| **Pregnant/Parenting Program or Supports** | Youth self-identifies Pregnant/Parenting Program or Supports as a reason for entering. |
| **Profession and Job Skills Development** | Youth self-identifies Profession and Job Skills Development (such as resume building, soft skills training, etc.) as a reason for entering. |
| **Schedule Flexibility** | Youth self-identifies Schedule Flexibility as a reason for entering. |
| **Social Environment** | Youth self-identifies Social Environment (a social environment which is new or different from their previous school social environment) as a reason for entering. |
| **Training and Employment Opportunities** | Youth self-identifies Training and Employment Opportunities as a reason for entering. This option is for the workforce development training/CTE training/other training programming either during reengagement or after. |
| **Reason not listed** | Reason not listed. |

**PROCESS NOTE:**  Programs must interview youth for accurate data on reasons for entering.  **Selecting the same answer for all youth does not meet the requirements of data collection.**

## 27.   Number of Credits Earned during Reengagement

| Number of Credits Earned during Reengagement | The total number of transcripted credits that the student earned during reengagement period or until completion. Entry is to two decimal places.  Please list to the nearest .1 credit. |
|---|---|

There are three options for this field:  # of credits, 0, N/A:
- Report the number of credits earned **during the current reengagement enrollment period**.  (Do not record the total credits earned in high school to date, but the credits earned during the youth's period of reengagement.)
- If the youth is seeking a diploma and earned no credits at the end of the reporting year, put a "0".
- If the youth is seeking a GED, write N/A.  (Make sure the Column "CURRENT GRADE or GED or AHSD" has GED selected as well as this column having N/A.)

**PROCESS NOTE:**  An important requirement of the Reengagement Program is to document educational progress.  At the end of the year reporting, the total number of credits earned (this column) and the total number of official GED tests passed (next column) will demonstrate educational progress for reporting.  Programs must have a way to track the educational progress and accurately report documented progress and completion (such as on a high school transcript or an official GED record).  A data sharing agreement may need to be in place for accurate reporting.

## 28.   Number of Official GED Tests Passed during Reengagement

| Number of Official GED Tests Passed during Reengagement | The total number of GED tests that the student passed during reengagement period. |
|---|---|

Note, only count the number of GED tests earned during the reengagement period, not GED tests earned prior to entry into the Reengagement Program.  Be sure to accurately mark if the youth, regardless of number of tests earned during the current Reengagement Program, completes their GED under the columns "High School Credential Earned" and "Date High School Credential Earned".

If the youth is not seeking a GED, select "Not Applicable (Not seeking GED)."

| Not Applicable (Not seeking GED) | Indicates that the youth is seeking a regular high school diploma or an Adult High School Diploma and not a GED. |
|---|---|
| Student still working on GED test prep, no official tests passed | Indicates the youth is seeking a GED and has not passed any official GED tests. |
| Passed 1 GED test | Indicates that the youth passed 1 GED test during the current reporting period. |
| Passed 2 GED test | Indicates that the youth passed 2 GED tests during the current reporting period. |
| Passed 3 GED test | Indicates that the youth passed 3 GED tests during the current reporting period. |
| Passed 4 GED test | Indicates that the youth passed 4 GED tests during the current reporting period. |

**PROCESS NOTE:**  Be sure to have a system in place for tracking the youth's official GED tests passed, such as through GED Manager™ or by having the youth print out their GED records from their GED.com account.

## 29.   High School Credential Earned

| High School Credential Earned | Indicates the type of high school diploma or credential earned. |
|---|---|

Select the type of high school diploma or GED credential earned.

If the youth is still working on their credential, select "Not Applicable (No Diploma or GED earned yet)".

| | |
|---|---|
| **Regular High School Diploma earned** | Indicates youth completed a Regular High School Diploma that meets all the district and state requirements during reengagement period. |
| **Extended High School Diploma earned** | Indicates youth completed an Extended High School Diploma that meets all the district and state requirements during reengagement period. |
| **Modified High School Diploma earned** | Indicates youth completed a Modified High School Diploma that meets all the district and state requirements during reengagement period. |
| **GED Credential earned** | Indicates the youth completed a GED test credential during reengagement period. |
| **Adult High School Diploma earned** | Indicates youth completed an AHSD during reengagement period. |
| **Not Applicable (No Diploma or GED earned yet)** | Indicates the youth has not completed a high school diploma or credential by reporting. |

**PROCESS NOTE:**  Programs must have a way to track the educational progress and accurately report documented progress and completion (such as on a high school transcript or on a GED.com record).  A data sharing agreement may need to be in place for accurate reporting.


## 30.   Date High School Credential Earned

| Date High School Credential Earned | Date high school diploma or credential is earned. |
|---|---|

Enter the date high school diploma or GED credential is earned.  If the exact date is unknown, enter the first date of the month and year the credential was earned, such as 06/01/2022.

**DO NOT LEAVE BLANK.  If no credential is earned, write N/A.**

## 31.  Follow-up Services

| Follow-up Services | Indicates if an Eligible Youth enrolled in/received post-completion follow-up services after completing a high school diploma or its equivalent. |
|---|---|

### ELIGIBILITY FOR POST-COMPLETION FOLLOW-UP SERVICES:

Youth are eligible for reengagement Post-Completion follow-up services if they either continued from the last grant or ~~FIRST~~ enroll in a 2021-2023 Reengagement Program on or after the first day of the 2021-2023 Reengagement Program (no earlier than July 1, 2021,) without a high school credential, subsequently earn a GED/Diploma, and then continue to receive support from the Reengagement Program. ~~Youth must be under 21 years of age on the first day of the school year or, if unknown, on September 1.~~

| Yes | Indicates a youth who engaged in reengagement services after July 1, 2021, *without a high school credential*, earned the credential, and continued with the Reengagement Program in post-completion follow-up services. |
|---|---|
| No | Indicates the youth did not receive post-completion follow-up services from the Reengagement Program after completing a credential.  Selecting "No" means (a) the youth has not yet completed a high school credential; (b) the program does not offer post-completion follow-up services; or (c) the youth did not engage follow-up services which were offered. |

## 32.  Employed

| Employed | Student identified employment during reengagement period. |
|---|---|

| Not Employed | Indicates youth was not employed during reengagement period. |
|---|---|
| Paid Internship | Indicates youth engaged in a paid internship opportunity during reengagement period. |
| Part-Time | Indicates youth worked less than 30 hours during reengagement period. |
| Fulltime | Indicates youth worked 30 hours or more during reengagement period. |
| Unknown | Employment status of youth during reengagement period is unknown. |

## 33.   Reengagement Program Exit Status

| Reengagement Program Exit Status | Describes the student's status at program exit, or the last day of the reporting year, whichever is earlier. |
|---|---|

| | |
|---|---|
| Active in Reengagement Program | Student is a current student receiving services and is expected to continue into the next reporting year. |
| Active in Reengagement Post-Completion Follow-Up Services | Student is a current student receiving Post-completion follow-up services and is expected to continue into the next reporting year. |
| Exited to a GED program | Student exited Reengagement Program services and is enrolled in a GED program. |
| Exited to a high school | Student exited Reengagement Program services and is enrolled in a high school in Oregon (regular, alternative, Charter, or private high school). |
| Exited to a program to plan career/college steps | Student completed a high school credential and exited Reengagement Program to work with another program to plan their career or college next steps. |
| Exited to a residential program in Oregon | Student exited Reengagement Program into a residential program in Oregon, (includes hospital, residential treatment program, etc., And excludes JDEP/YCEP).  Note there is a *separate* selection option for JDEP/YCEP. |
| Exited to career training | Student completed a high school credential, exited Reengagement Program services, and is enrolled in non-credit bearing career training. |
| Exited to homeschooling | Student exited Reengagement Program to homeschooling. |
| Exited to JDEP/YCEP | Student exited Reengagement Program into a Juvenile Detention Education Program (JDEP) or a Youth Corrections Education Program (YCEP). |
| Exited to not working, not attending school, in Oregon | Student exited Reengagement Program, is not working, and not attending school. |
| Exited to post-secondary education or training | Student a completed high school credential, exited Reengagement Program services, and is enrolled in credit-bearing post-secondary education or training. |
| Exited to take care of family responsibilities | Student exited Reengagement Program services and is taking care of family. |
| Exited to work, not attending school, in Oregon | Student exited Reengagement Program services, is working in Oregon, and is not attending school. |
| Monitor status; program is attempting to re-engage | Program is actively attempting to reengage youth who has not completed high school and is not participating. |
| Moved out of state/county | Student moved out of state/county. |
| Status unknown at exit | Status of student at program exit is unknown. |

**PROCESS NOTE:**  The Reengagement Program should establish the criteria for what is defined as a program exit as well as clear criteria for "active" and "monitor" statuses.

If a youth maintains engagement through the end of the reporting year and is expected to continue, select one of the "active" statuses.  See the scenarios in the data element below for further clarification.

## 34.    Reengagement Program Exit Date

| Reengagement Program Exit Date | The date the student exited the Reengagement Program, or the last day of the reporting year (June 30), whichever is earlier. Exit may be as a result of the youth withdrawing, the program exiting the youth, the youth completing, or the last day in the reporting period, whichever is earlier. |
|---|---|

Write a date between July 2 and June 30 of the program year.

Multiple enrollments in a Reengagement Program can occur if a youth enrolls, exits, and returns to reenroll.  Hence, students may have multiple records within a program if they have multiple periods of enrollment separated by withdrawals from the program.  Begin a new row if a youth enrolls, is exited, and then returned and re-enrolls.

### Scenario 1:  Youth completes a high school credential by the end of the reporting year.

| IF | THEN |
|---|---|
| If the program does not offer follow-up reengagement services after a youth completes a high school credential, | put the date of the high school completion (high school graduation date or the GED test completion date.) |
| If the program offers follow-up reengagement services after a youth completes a high school credential and the youth receives/engages in these services, | put the date the youth stops receiving follow-up services, or the last day in the reporting period, whichever is earlier. |
| If the program offers follow-up reengagement services after a youth completes a high school credential and the youth does not receive/engage in these services, | put the date of the high school completion (high school graduation date or the GED test completion date.) |

### Scenario 2:  The youth has not completed a high school credential at the end of the reporting year.

| IF | THEN |
|---|---|
| If the youth is in "monitor" status at the end of the reporting year, (not engaged and program is actively attempting to reengage), | write the last day of the reporting period, i.e., June 30, 2022, for program year 1 or June 30, 2023, program year 2 and record the student as "MONITOR" under Column "Reengagement Program Exit Status". |
| If the youth is an "active" participant (engaged in the program) on the last day of the reporting year and the reengagement programming is a 12-month continuous program, | write the last day of the reporting period, i.e., June 30, 2022, for program year 1 or June 30, 2023, program year 2 and record the student as "ACTIVE" under Column "Reengagement Program Exit Status". |
| If the reengagement programming runs through the scholastic school year only (for example through June 15th); the youth is an "active" participant (engaged in the program) on the last day of the year's programming; and the youth is expected to return in the fall to reengagement programming, | write the last day of the reengagement programming for the school year (for example, June 15) and record the student as "ACTIVE" under Column "Reengagement Program Exit Status". |
| If the youth is an "active" participant on the last day of programming for the reporting year but is NOT expected to return (either on July 1 for a continuous program or in the fall for a program with a summer break), | write the last day of engagement activity and record an exit status indicating they will not return (e.g., exited to regular high school, exited to out of state) under Column "Reengagement Program Exit Status". |

## 35.    Grant Type (Prefilled in)

| Grant Type | Pre-populated field with the YDD grant type. |
|---|---|

2022-2022 RCG=2022-2022 Reengagement Collaborative Grant

## 36.    Grantee Organization Name (Prefilled in)

| Grantee Organization Name | Pre-populated field with the name of YDD reengagement grantee. |
|---|---|

**Addendum I (February 18, 2022)**

**Addendum II (August 29, 2022)**

**(here)**