

TO: Workforce Education Council, Registrars, Worker Retraining, and WorkFirst staff
CC: Researchers
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DATE: December 1, 2016
SUBJECT: Coding for co-enrolled Worker Retraining and WorkFirst students

This memo contains guidance on new Work_Attn codes developed to allow co-enrolled Worker Retraining (WRT) and WorkFirst (WF) students to be counted for both programs for each quarter they are co-enrolled.

Background

The legacy student management system uses Work_Attn codes to identify students who are qualified for WRT (Work_Attn in the 80s) or WF (Work_Attn 60 or in the 70s). Because only one Work_Attn code could be assigned to a student per quarter, a student could only be considered a WRT student or a WF student in a single quarter. This was true even if both programs were supporting the student in a given quarter.

In order to provide a more accurate accounting of actual student supports, and to support accurate enrollment counting and performance reporting for both programs, SBCTC staff have developed a series of Work_Attn codes which will signify eligibility for and co-enrollment in both WRT and WF. These new codes will be available for use beginning December 12, 2016.

New Work_Attn Codes for Students Co-Enrolled in WRT and WF

<u>Work_Attn</u>	<u>Description</u>
50	Life Skills and WRT
54	Customized job Skills Training and WRT
56	Vocational Education and WRT
57	Job Skills Training and WRT
59	Basic and Developmental Education and WRT

Implementing Co-Enrolled Work_Attn Codes

The new 50-series Work_Attn codes will be available for use beginning December 12, 2016. WRT and WF staff should collaborate with other college staff who work with assigning codes to

students to determine the best process for the accurate and timely coding of mutually eligible and co-enrolled students.

The WRT requirements that the student be enrolled exclusively in basic skills or in a professional-technical program remain for these students to be counted as WRT students. This means the student intent code must be one of the eligible codes for WRT students (D, F, G, H, I, J, or K) or that they are enrolled in a 32.xxxx CIP.

Eligibility requirements for both programs remain. It should be noted that the 50-series Work_Attnnd accounts for the different participation categories of the WF program, but does not allow for specifying which WRT category the student is eligible under (dislocated worker, veteran, etc.) The student's WRT file still must identify and document the eligibility category under which the student qualifies.

Implications for Enrollments and Funding

By making this addition to available coding, college staff no longer need to coordinate alternating quarters of coding (one quarter for WF, other quarters for WRT etc.) between the two programs. Students who are coded with one of the new Work_Attnnd codes will have their enrolled credits counted towards both the annual WRT enrollment target for the college and towards the total WF enrollment count (which is used as part of the WF allocation formula). This will apply for any quarter of attendance that the student is co-enrolled and carries a 50-series Work_Attnnd code.

Additional Resources

[SBCTC Coding Manual](#)

[WRT Guidelines](#)

[WF Guidelines](#)

Contacts

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Valid Values for WORK_ATTND

	<u>Work Attnd</u>	<u>Description</u>
New Codes WRT & WF	50	Life Skills and WRT
	54	Customized job Skills Training and WRT
	56	Vocational Education and WRT
	57	Job Skills Training and WRT
	59	Basic and Developmental Education and WRT
WF Only Codes	60	Life Skills
	74	Customized job Skills Training
	76	Vocational Education
	77	Job Skills Training
	79	Basic and Developmental Education
WRT Only Codes	80	Dislocated Worker Retraining
	81	Dislocated Worker Retraining
	81	Stop Gap Employment (use with Unusual Action Code "W!")
	82	Others receiving UI benefits, Not Dislocated
	83	Displaced Homemaker
	84	Was Self-Employed
	85	Boeing Dislocated Workers
	86	Vulnerable Worker
	87	Disaster Impacted Workers
	88	Displaced Veterans
89	Active Duty Military	