

**Data Collection, Management and Reporting for
Literacy Zone Providers
In a Nutshell**

INTAKE

Information Collected at Intake:

- Fields on the Individual Student Record Form
- Additional population categories corresponding to the new populations that LZs will serve

Reported using the form below:

LZ1. Participants Served by Literacy Zones

Number of participants served	In-house	Through referrals
Adults		
Parents		
Children		
Out-of-school youth		
PA recipients		
200% Poverty level		
Adults with limited English		
Job seekers		
Seniors		
Disabled adults		
Veterans		

(Please see other side for feedback form)

Feedback

- What additional categories do you think would be applicable?

- Are there practical difficulties with collecting and reporting this information?

- What additional support do you need from NYSED/ASISTS to report this information?

DESCRIBING SERVICES

Providers will set up the array of services they are providing by taking the following steps.

- Identifying sites in ASISTS as in-house services or referral sites
- Assign instructional offerings in ASISTS to sites that are marked as in-house or as referral

Reported using the form below:

LZ2. Services Offered by Literacy Zones

Services offered	In-house	At Welcome Center or in LZ Partner Agency
ABE classes		
GED classes		
ESL classes		
Family Literacy		
Health literacy		
Financial Literacy		

(Please see other side for feedback form)

Feedback

- What additional categories do you think would be appropriate?

- Are there practical difficulties with collecting and reporting this information?

- What additional support do you need from NYSED/ASISTS to report this information?

TRACKING REFERRALS

Programs will track referrals entering the information in a new referral screen. Referrals could be made to either in-house or outside referrals.

Reported using the form below:

LZ3. Referrals Made by Literacy Zones

Categories	# of eligible ¹ participants	# of referrals made	% of eligible participants referred
ABE classes			
GED classes			
ESL classes			
Family Literacy			
Health literacy			
Financial Literacy			
Linkage with Voc Rehab			
Workforce development			
Health			
Mental Health			
Post secondary transitions			
Citizenship			
Public assistance			
Disability support			
Veterans assistance			
Learning Dis. Referral			
Lit Volunteer Support			
One Stop			
Library Program			
Higher Ed			
Food Pantry			

(Please see other side for feedback form)

¹ Eligibility criteria to be determined by NYSED

Feedback

- What additional categories do you think would be appropriate?

- Are there practical difficulties with collecting and reporting this information?

- What additional support do you need from NYSED to report this information?

TRACKING ACHIEVEMENTS

Programs will track participant achievements by entering them in a new screen that tracks LZ outcomes.

Reported using the form below:

LZ4. Achievements of Literacy Zone Participants

Categories	# of eligible participants	# achieving outcome	% achieving outcome
<i>Please see NRS tables 4 and 5 for details on NRS achievements</i>			
Family Literacy			
- Outcome 1			
- Outcome 2			
Health literacy			
- Outcome 1			
- Outcome 2			
Financial Literacy			
- Outcome 1			
- Outcome 2			
Linkage with Voc Rehab			
- Outcome 1			
- Outcome 2			
Workforce development			
- Outcome 1			
- Outcome 2			
Health and mental health			
- Outcome 1			
- Outcome 2			
Post secondary transitions			
- Outcome 1			
- Outcome 2			
Citizenship			
- Outcome 1			
- Outcome 2			
Public assistance			
- Outcome 1			
- Outcome 2			
Disability support			
- Outcome 1			
- Outcome 2			
Veterans assistance			
- Outcome 1			
- Outcome 2			

(Please see other side for feedback form)

Feedback

- What additional categories do you think would be appropriate:

- Are there practical difficulties with collecting and reporting this information?

- What additional support do you need from NYSED/ASISTS to report this information?