INITIAL ASSESS

**DEC S255**

MIS Data Element: SS07

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**Initial Assessment**

**DEFINITION:**
This data element is used to record whether a student received assessment services.

**HOW OFTEN:**
Students can receive *only one* initial assessment.

**FUNDABLE SERVICES:**
Initial assessment services *can be for math, English and ESL*. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable. *Funding is for first time students.*

**NOTES:**
- A student enrolled after an absence of six or more semesters, or the equivalent of three academic years, may be considered a new student for the purpose of reporting initial assessment services.
- Pre-enrollment services provided to potential students can be counted for funding if the student completes a college application to create a basic student record.

INITIAL ORIENT

**DEC S255**

MIS Data Element: SS06

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**Initial Orientation**

**DEFINITION:**
This element indicates whether the student received initial orientation services.

**HOW OFTEN:**
Students receive initial orientation services *once* during their attendance at the college.

**FUNDABLE SERVICES:** Group or individual orientation *only*. Report online orientation in ONLINE_ORIENT.

**NOTES:**
- If additional orientation is provided during the same or subsequent term that service should be reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES).
- A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of 3 academic years may be considered a new student.
Online Orientation

**DEFINITION:**
This data element indicates whether the student received initial online orientation services.

**HOW OFTEN:**
Students can receive initial online orientation services once during the time they attend the college.

**FUNDABLE SERVICES:**
Orientation conducted online only. Report in person orientation on INITIAL ORIENT.

**NOTES:**
- Any additional orientations should be reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES).
- A student enrolled at the reporting college after an absence of six or more primary terms (semesters) or the equivalent of three academic years may be considered a new student.
**Abbreviated Student Education Plan**

**DEFINITION:**
This data element is used to record whether a student has completed an abbreviated Student Education Plan (SEP). An Abbreviated SEP is: **one or two terms in length**; typically used for entering first-time students, students on academic or progress probation; or students who have short term educational goals that can be completed by taking 1-4 courses (e.g. short term CTE certificates).

**HOW OFTEN:**
An Abbreviated Student Education Plan may be recorded **once** during the time the student is served by the college. Students develop an Abbreviated SEP with a counselor.

**FUNDABLE SERVICES:**
An Abbreviated SEP may precede a comprehensive SEP, or serve as **the only SEP** for a student whose program can be accomplished in one or two semesters.

**NOTES:**
- For the DSPS program, the Student Education Contract (SEC) may be used to meet the abbreviated Education Plan.
- Once an Abbreviated SEP is developed, revisions are reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES).
- A student enrolled after an absence of six or more primary terms, or the equivalent of three academic years, may be considered ‘new.’

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- AND / OR -
### Comprehensive SEP

**DEC S255**  
**MIS Data Element: SS09**

**COMPREHENSIVE SEP**

**DEFINITION:**
This data element is used to record whether the student developed a Comprehensive Student Educational Plan (SEP) during the term reported. A Comprehensive SEP is at least two terms in length and reflects the total number of terms required to achieve the declared course of study. Students develop a Comprehensive SEP with a counselor.

**FUNDABLE SERVICES:**
Documented Comprehensive Student Educational Plan for first time students.

**HOW OFTEN:**
A Comprehensive SEP can be recorded only once during the time that the student is served by the college.

**NOTES:**
- Students who apply/enroll with a clearly defined educational goal may not require an Abbreviated SEP, and would go directly to a Comprehensive SEP.
- Revisions to the SEP are reported on S011 (STUDENT-SUCCESS-OTHER-SERVICES).
- Students who enroll after an absence of six or more primary terms, or the equivalent of three academic years, may be considered a new student.

### Placement Services Based on Early Assessment Program (EAP) Test Results

**PLACE EAP**

**DEC S255**  
**MIS Data Element: SS07**

**DEFINITION:**
This data element indicates whether a student received placement services based on Early Assessment Program (EAP) test results.

**HOW OFTEN:**
Students may receive placement services based on EAP test results once during the time they are served by the college.

**FUNDABLE SERVICES:**
Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

Pre-enrollment services provided to potential students can be counted for funding if they complete a college application to create a basic student record.

**NOTES:**
- A student enrolled at the reporting college after an absence of six or more primary terms (semesters), or the equivalent of three academic years may be considered a new student for the purpose of reporting initial assessment services.
**DEFINITION:**
This data element indicates whether a student received placement services based on placement results from another college or university.

**HOW OFTEN:**
Students may receive other placement services once while they are served by the college.

Pre-enrollment services for potential students can be counted for funding if they complete a college application to create a basic student record.

**FUNDABLE SERVICES:**
Funding is for first time students only. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

**NOTES:**
- A student enrolled at the reporting college after an absence of six or more primary terms (semester) or the equivalent of three academic years may be considered a new student.
## Counseling/Advising

**DEFINITION:**
This data element is used to record whether a student received counseling or advisement services during the reporting term.

**FUNDABLE SERVICES:**
Counseling/advisement services are those with a **substantive interaction between a counselor and a student**. This contact can take place during individual appointments or during group advising or counseling sessions.

**HOW OFTEN:**
Counseling/advising services can be recorded **once per year** for each student.

**NOTES:**
- Counseling or advising services provided through another categorical program should be included for purposes of reporting.

## At Risk Follow Up Services

**DEFINITION:**
This data element is used to record follow-up services for students who are **on academic/progress probation**, including students who are subject to dismissal.

**HOW OFTEN:**
Once per term, **after the student has completed their first term**.

**FUNDABLE SERVICES:**
These activities can include, but are not limited to, academic/progress probation intervention/services and student success workshops.

**NOTES:**
- This data field is **only used for students who are on academic or progress probation**.
- Follow up services for students who are **not** on academic or progress probation should be reported in SS11, Other Services.
## Other Follow Up Services

**DEFINITION:**  
This data element is used to report follow-up activities to support a student's academic progress.

**HOW OFTEN:**  
*After the student has completed their first term,* follow up services can be recorded up to *four times* during the time student attends the college.

**FUNDABLE SERVICES:**  
*Services must be two-sided.* Activities include: services for at-risk students enrolled in basic skills courses, or students who have not identified an education goal and course of study; career or interest assessments; assessments for placement in other disciplines besides English, Math, or ESL, and student success workshops.

**NOTES:**  
- Follow-up services for probation students should be reported as *ATRISK FOLLOWUP* in DEC S255.
- **Activities that do not qualify** include one-sided interactions initiated by the college, and those that are primarily administrative or clerical.

## Career, Interest, or Subsequent Placement Assessment Services

**DEFINITION:**  
This data element is used to record whether students receive *career, interest, or subsequent placement* assessment services.

**FUNDABLE SERVICES:**  
Activities can include: career or interest assessments; assessments for placement in other disciplines besides English, Math, or ESL; student success workshops, and developing or revising an additional SEP when the student changes course of study.

**HOW OFTEN:**  
May be recorded up to *four times per year,* after the student has completed their first term.

**NOTES:**  
- Report follow-up activity to support a student’s academic progress in this element. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study.
- **Activities that do not qualify** include one-sided interactions initiated by the college, and those that are primarily administrative or clerical.
**Other Orientation Services**

**DEFINITION:**
This data element is used to report whether a student received other orientation services such as: placement or assessment retesting; career interest assessment and exploration; assessment for placement in other disciplines besides English, Math or ESL, and other orientation services beyond the initial orientation.

**HOW OFTEN:**
Services may be recorded up to four times during the year that the student attends the college after they have completed their first term.

**FUNDABLE SERVICES:**
Services must be two sided and may include subsequent orientations, e.g. those based on a just-in-time orientation model.

Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college, and those that are primarily administrative or clerical.

**NOTES:**
- In general, SSFP service interactions involving a two-sided interaction of unspecified duration meet the criteria for follow-up and can be reported for funding.

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**Other Follow Up Student Education Plan**

**DEFINITION:**
This data element indicates whether the student received other follow-up education planning services, including: revising a SEP, or developing an additional one in instances where the student changes their course of study, or if there are other conditions which require a new or revised SEP.

**HOW OFTEN:**
After the student has completed their first term, other follow-up student education plan services can be recorded up to four times during the year while the student attends the college.

**FUNDABLE SERVICES:**
Actions that do not qualify for funding as follow-up services are those that are one-sided action on the part of the college, and those that are primarily administrative or clerical.

**NOTES:**
- N/A
S255 – Matric Contact Types

COUNSELOR INPUT SCREENS
New DEC Service Categories SB1456

(DEC) S251 – Student Educational Goal Codes

(DEC) S251 – AOC Codes
Student Information System - AOC Completion Info

Found under "Main Menu"