

# FLAIR FY '09 Update

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# For Continuing Projects: Update Your FY '09 Data

- Add Form 20 & Project Information
- Review list of current users & status
- Exit non-returning families and participants
- Review A-3 & delete non-relevant adult goals
- Review C-1 & delete non-relevant child goals
- Review C-2: Is child still age 3-5?
- Review C-3: Enter the applicable Grade Category
- Review F-3 & delete non-relevant family goals

# How FLAIR Updates Project Information

- Form 20 is blank for FY'09. Enter your data now!
- Additional Project Information
  - Site Master User(s) Name & Phone
  - # on Waiting List

Please select the FLAIR system you would like to access below.

- ▶ FLAIR Data Entry System
- ▶ Community/Listserv
- ▶ Administration Menu
- ▶ Project Information ←
- ▶ Access to Fiscal Year 2004, 2005, 2006, 2007 and 2008 Data

Project Menu

- ▶ Form 20 ←
- ▶ Additional Project Information ←

Return

The screenshot shows a web interface for selecting a FLAIR system. The top section has a heading "Please select the FLAIR system you would like to access below." and a list of five options, each with a red play button icon. The "Project Information" option is highlighted with a black arrow. Below this is a "Project Menu" section with two options: "Form 20" and "Additional Project Information", both with red play button icons and black arrows pointing to them. At the bottom is a "Return" button.

# Form 20: Entering Adult Information

Total Number of Adults for **Form 20**=A1+A2+A3

## Project Information

Information to Be Extracted from Project FY'09 Proposal (see Attachment 7)

1. Projected Number of Adults Served (Performance Indicators A-1 + A-2 + A-3):
  - 1A. Projected Number of Adults Enrolled in Adult Basic Education (ABE) or Adult Secondary Education (ASE) instruction or other Adults Taking the TABE-R (Performance Indicator A-1):
  - 1B. Projected Number of Adults Enrolled in English as Second Language (ESL) instruction to take BEST-Literacy or Best Plus or CELSA (Performance Indicator A-2):
  - 1C. Projected Number of Adults for Whom Performance Indicators A-1 and A-2 are not applicable (Performance Indicator A-3):

A1+A2+A3

# Help Us Help You: Complete the Additional Project Information



Sue Pinzur Rasher logged in | [My Account](#) | [Log Out](#)

[Data Entry](#)

[Reports](#)

## Additional Project Information

Project ID: 9999

Project Name: 1 - TEST PROJECT

[Save](#)

## Project Information

Name of Site Master User #1:

Phone of Site Master User #1:

Name of Site Master User #2 (if applicable):

Phone of Site Master User #2 (if applicable):

Number of Families on Waiting List as of June 1, 2008:

[Return](#)

[Save](#)

# Update Authorized FLAIR Users

Please select the FLAIR system you would like to access below.

-  **FLAIR Data Entry System**
-  **Community/Listserv**
-  **Administration Menu**
-  **Project Information**
-  **Access to Fiscal Year 2004, 2005, 2006, 2007 and 2008 Data**


STEP 1

Please select the function you would like to maintain.

-  **Users**
-  **Attendance Possible Hours**

STEP 2

Fiscal Year 2009 Sue Pinzur Rasher logged in | My Account | Log Out



Fiscal Year 2009 Sue Pinzur Rasher logged in | My Account | Log Out



## Maintain Users

To edit or add user use the buttons at the right. To sort the grid please click on the header.

STEP 3

Project Name	Last Name	First Name	User Name	Status	User Typ
1 - TEST PROJECT				NonActive	User
1 - TEST PROJECT				Active	SiteMaster
1 - TEST PROJECT				NonActive	User
1 - TEST PROJECT	Anthony	Mary Ann	manthony	Active	User
1 - TEST PROJECT					SiteMaster
1 - TEST PROJECT				NonActive	User
1 - TEST PROJECT				NonActive	User

Add User

Edit User

Return

Status: Edit Mode

STEP 4

Save

### User Data

User First Name:   Active?  Yes  No

User Last Name:  User Name:

Password:   Confirm Password:

Email:

Email Format:

Allow Update:  Yes  No Allow Delete:  Yes  No

Allow View:  Yes  No Allow View Summary Reports:  Yes  No

Project:

User Type:

### Components

Component Name
Community
FLAIR

Assign Component

Delete

# How FLAIR Updates Adult Data

- **TABE-R, BEST, BEST Plus, & CELSA:**  
FLAIR keeps latest FY '08 posttest score & converts it to the FY '09 pretest score
- FLAIR assumes adults remain in the same adult education category (A-1, A-2, A-1 & A-2 Not Applicable)
- FLAIR keeps adult goals not met.

# A Few Reminders: School Age/Not School Age Status

- **School Age/Not School Age Adult Status**
  - School Age
  - Not School Age
- If you check either Adult Earned High School Diploma or Adult Earned GED, you must check whether the adult is school age or not school age.



# Form 3: School Age Status Field

DATA COLLECTION FORM 3 - Adult Info

Adult Demographics Information

School Age Status:

-SELECT-

School Age

Not School Age

# How FLAIR Updates Child Data

- Keeps all demographic data
- Keeps Grade Level (you may need to update this)
- Keeps C-1 (birth to 3) goals



# Speaking of Child Data: PPVT-III: We Need This Data!

- Children who have been enrolled at least six months
- Children who are entering Kindergarten next year (Fall 2009)
- Assessing the number of children who made a significant gain: standard score increase of **4 or more points** between pre- and post-test

# How FLAIR Updates Family Data

- FLAIR keeps family goals not met.

# Only Site Master Users Can:

- Set Attendance Hour Defaults
- Complete Form 20: Project Information
  - Due Date for Completion: October 17, 2008
- Give OER Confirmation That You Have Entered All of Your Midyear or End-of-Year Data
- Complete Form 22: Attendance Option Selection

# #1 Request from ISBE

## **Record adult goals for as many adults as possible.**

- Enter into employment (paid part-time or full-time position)
- Retain employment for at least six (6) consecutive months
- Retain employment for at least twelve (12) consecutive months
- Enter a job retraining program
- Complete a job retraining program
- Advance career or employment possibilities
- Get a better/different job

# #1 Error Made This Year: Failure to Check: A-1 & A-2 Not Applicable

## Adult Participant Forms

- Related Adults
- Form 3: Adult Demographics

A-1

Form 5: A-1 TABE Reading ABE/ASE Gains

A-2

Form 6: A-2 BEST ESL Gains

Form 6.1: A-2 BEST Plus ESL Gains

Form 7: A-2 CELSA ESL Gains

A-1 & A-2 Not Applicable

A-3

Form 8: A-3 Adult Education & Employment Goals

Form 18: Adult Attendance Data

# FLAIR Questions?

- Contact Sue at:  
[suerasher@oerassociates.com](mailto:suerasher@oerassociates.com)
- Contact your local evaluator
- Use the Listserv!



# Your Questions & Helpful Hints

