

## Quick Guide for Updating FLAIR FY '10 Data

### Summary of Requirements for Updating Data for FY '10 (for continuing projects only)

- 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? Enter applicable Grade Category on Form 2.
- Review C-3: Enter applicable Grade Category on Form 2.
- Review F-3 & delete non-relevant family goals.

### Additional Notes on FLAIR FY '10

- Add Form 20 Project Information from your FY '10 proposal (see Project Information Menu). *Please note that there has been some confusion regarding how to complete #1 on Form 20. The first box, the Projected Number of Adults Served, should include the total number of adults your project will serve in FY' 10. 1A. should include all adults enrolled in ABE or ASE instruction or other adults taking the pre/post TABE-R. 1B. should include all adults enrolled in ESL instruction or other adults taking the pre/post BEST Plus, BEST Literacy, or CELSA. 1C. should include all adults NOT counted in 1A. or 1B. #1 must equal the total sum of A1+A2+A3. We strongly encourage sites to establish and report adult goals (A-3) for all participants. However, for the purposes of Form 20, only include in 1C. those adults not included in 1A and 1B.*

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):	<input type="text" value="A1+A2+A3"/>
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):	<input type="text"/>
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):	<input type="text"/>
1C. Projected Number of Adults for Whom Performance Indicators A-1 and A-2 are not applicable (Performance Indicator A-3):	<input type="text"/>

- Add Additional Project Information including Site Master User Name and Phone Number(s), Number of Families on Waiting List at beginning of fiscal year (see Project Information Menu).
- Update your authorized users of FLAIR: deactivate user privileges for former staff; add new staff. *Review users listed in the Maintenance Menu and change status to inactive for any users no longer associated with your project.*
- Check whether A-1, A-2, or A-3 is applicable for those adults carried over from FY '09.
- Note that FLAIR keeps latest FY '09 posttest score & converts it to the FY '10 pretest score.
- Form 3: Use New Income Ranges for Newly Enrolled Families.

- School Age/Not School Age Adult Status: 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.
- Who to test with PPVT-III: Children who have been enrolled at least six months AND who are entering Kindergarten next year (Fall 2010).
- ISBE requests that projects record adult goals for as many adults as possible.
- #1 Error made in FY '09: Failure to Check: A-1 & A-2 Not Applicable.
- Review the Resolve Issues/Missing Data Reports frequently.
- Please email Sue Rasher at: [suerasher@oerassociates.com](mailto:suerasher@oerassociates.com) if you notice any typographical errors, etc.