

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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August 7, 2008

TO: EOPS Directors
CARE Coordinators

FROM: Delores Daniels, EOPS Specialist
Cheryl Fong, CARE Coordinator

SUBJECT: Annual EOPS and CARE Students Served Reports

The Chancellor's Office Management and Information Service (MIS) Unit is implementing a new service that will provide EOPS/CARE programs with the ability to review the **Annual EOPS Students Served Report** and **Annual CARE Students Served Report** soon after the district submits the Spring end of term data to the Chancellor's Office. This will assist you in correcting discrepancies prior to the August due date for the unduplicated EOPS/CARE student headcounts.

The data in the *MIS Annual EOPS and CARE Students Served Reports* are used to determine the EOPS and CARE allocations for the next fiscal year. The EOPS/CARE Program is responsible for entering the data describing students served during the previous summer, fall, winter and spring terms. The district is responsible for submitting this data to the Chancellor's Office's MIS unit. **The data, and any revisions, must be submitted no later than the first Monday in August.** If the data is submitted after that date, the data will not be included in the unduplicated count for allocation purposes.

In the past, some EOPS/CARE programs did not review the end of term data after submission to the Chancellor's Office and discrepancies were not discovered until after the August due date. Discrepancies in the data can have a significant impact on the EOPS and CARE allocations and student cap calculations. Therefore, it is important that EOPS/CARE Directors review the end of term data and the annual students served reports for accuracy prior to, and after, the district submits the data to the Chancellor's Office. If there are discrepancies in the report, the district/college MIS staff will need to make revisions and resubmit the data to the Chancellor's Office prior to the August due date.

The *Annual EOPS Students Served Report* and *Annual CARE Students Served Report* are available on the Chancellor's Office website, www.cccco.edu. In order to access this site, EOPS/CARE Directors will need to obtain a user identification and password from the Director of Research or Chief Information System Officer at the district/college and follow the instructions on page two of this memo. Alternatively, a copy of the report should be available from your local district/college MIS staff. Again, if there are any discrepancies in the data after submission to the Chancellor's Office, the EOPS/CARE Director should contact the district/college MIS staff directly to reconcile the figures reported. The district/college MIS staff will need to make the necessary revisions and resubmit the data to the Chancellor's Office prior to the August due date.

The following are instructions to access view and print the annual reports:

Direct Method

WEB address: http://edit2.cccco.edu/CFM/anlcnts/anlcnts_logon.cfm

1. Select: *District Name*
2. Select *Year*
3. Select the type of program in the drop down list
EOPS Annual Unduplicated Headcount or
EOPS-CARE Annual Unduplicated Headcount
4. Security Prompt: Supply Username and Password
5. Select *Get Report*
6. View/Print the Report

For districts with multiple colleges such as Los Angeles District that includes nine colleges: to print a report that includes the specific data for your individual college, scroll down to the page that includes the data for your specific college and select the print options that will allow you print only that page. Otherwise the reports for the entire district will be printed.

Indirect Method

➤ Go to the Chancellor's Office website: <http://www.cccco.edu> and select the following:

1. *System Office*
2. *Divisions*
3. Scroll down to *Technology, Research & Information System*
4. Click on *Management Information System*
5. Scroll down the page and click on the *Data Submission* tab
6. Scroll down page to the *Submission Reports* menu and select the *Annual Headcount Reports*

➤ From this point, follow steps 1-6 listed above under the **Direct Method**.

If you need assistance interpreting the reports, please contact Delores Daniels at 916-323-5952, e-mail ddaniels@ccco.edu or Cheryl Fong, 916-323-5954, e-mail: cfong@ccco.edu.