

EOPS VAR MANUAL

The purpose of this manual is to provide a short summary of the project, answer basic questions, and provide program-specific information. It should be used in conjunction with the more general VAR User Manual.

Brief Background of Vision-Aligned Reporting

In spring 2020, the Chancellor's Office convened a cross-functional internal working group to design and pilot a new, comprehensive program reporting structure and process that would:

- Maximize colleges' time and resources;
- Enable institutions to evaluate, learn and evolve to better support student success;
- Make it easier for decision-makers to interpret and act on data from our institutions; and
- Activate Vision for Success core commitments and achieve the Vision 2030 goals.

The resulting Vision-Aligned Reporting structure was borne out of a three-year development, planning, piloting, and refinement effort to create a reporting process that focuses on collecting information that offers direct visibility into how programs' efforts impact student outcomes. Vision-Aligned Reporting will be implemented statewide for 11 programs beginning in fall 2024.

Additional information about the development and implementation of this process can be found on the [Chancellor's Office VAR website](#).

How/why was EOPS chosen to report via VAR?

The VAR was piloted between 2020-2021 and 2022-2023 and 15 college program reports were chosen to test and refine the new process. After receiving feedback from pilot colleges, 11 programs were deemed appropriate for the first year of statewide scaling based on potential impact and the ease of integration into VAR. EOPS is one of those 11 programs.

Next, the project team met with Chancellor's Office EOPS staff to (1) review current reporting requirements and align them with VAR via an activity crosswalk (refer to Table 1) and (2) ensure that data provided via VAR would meet the program's needs for statewide reporting as well as provide information that is necessary to design and deliver statewide support and technical assistance. Feedback from those meetings was incorporated into this manual.

Besides using the new tool, what else is changing related to EOPS reporting?

Policy Changes

After careful review, it has been determined that no changes to statute or regulation are needed to align EOPS reporting with the VAR requirements.

VAR will Replace the Recently Deleted Year-End Narrative Report

Starting with reporting for the 2024-2025 academic year, the VAR report will be due December 15 for the previous reporting year. For example, the completed report including college-level narratives will be submitted on December 15, 2025 for the 2024-2025 reporting year.

Continue Providing Fiscal Data in SSARCC and the EOPS Program Plan

Current requirements for EOPS fiscal data and the EOPS Program Plan will not change. It is important for staff to continue reporting according to the existing schedule.

MIS Data Changes for the 2025-2026 Reporting Year

Collecting and submitting data via a new MIS format for EOPS-CARE will be required during the 2025-2026 academic year. **Additional information on this process will be provided by the Chancellor's Office in late spring 2024 and colleges will have 15 months to prepare for the MIS changes.** Any MIS submissions required during the 2024-2025 academic year will continue to be via the existing structure and process.

Engagement in Cross-Functional Conversations

The new reporting process has two levels of reporting. The first is a program-level reporting component during which programs report data on activities conducted during the academic year. The second is the college-level component. The college-level reporting requires that all program information be reviewed and analyzed by a cross-functional team for the purpose of answering a set of Vision goal specific narrative questions. Those questions are:

- Provide 3 specific highlights in which specific disproportionately impacted groups were served with the goal of closing equity gaps.
- Aligning and organizing the efforts of multiple programs to support shared goals will create larger impact. Name 3 concrete steps the college has taken to braid the efforts/funds of programs to increase impact.
- List the 3 most effective strategies or tactics used to achieve this goal.
- Identify 3 important barriers the college faced in trying to achieve this goal.
- Identify the top three changes your college **will** make to achieve this Vision goal.

EOPS staff should ensure they are participating in these cross-functional conversations so that their insight, priorities, and program activities are appropriately represented in Vision goal narratives.

Categories/subcategories specific to EOPS reporting

To complete the VAR report, each activity undertaken by the EOPS program must be reported under a VAR category and subcategory. There are six main categories to choose from and each has its own set of subcategories (see the appendix in the General VAR User Manual).

Given the number of category/subcategory combinations, the Chancellor's Office is providing program-specific crosswalks to identify the most common activities included in past reporting and specify the appropriate category and subcategory for each (refer to the Appendix to this document). However, ***there are many new activity categories and subcategories that must also be reported if conducted by the EOPS program, so staff should review those new categories and subcategories to ensure they are reported, if necessary.***

Where to get additional information

Moving forward, college program staff with questions about completing EOPS reporting through the VAR have a variety of resources to support them. First, each college CEO has identified an implementation lead for their campus that can be a first source of information. Those implementation leads will receive training on the new process during fall 2023. Second, implementation leads will conduct training for affected college program staff in spring 2024, with support from the VAR project team. Third, your regular Chancellor’s Office EOPS contacts are always available to assist. Refer to Table 1 for that contact information.

Table 1: EOPS Chancellor’s Office Contacts

Name	Campus or CO Role	Contact Information
Rubindar Kaur	EOPS/CARE Specialist	rkaur@cccco.edu
Campus Implementation Lead	Varies	Email VARSupport@foundationccc.org to request the name and contact information for your campus.
VAR Project Team	Project directors	VARSupport@foundationccc.org

Finally, throughout 2023-2024 there are a variety of electronic and other resources made available to campus program staff including those in Table 2.

Table 2: VAR Resources for EOPS Program Staff

Tool	Information Provided	Date Available
VAR module on the VRC (You must be logged into the VRC first for the link to function)	A general overview of goals, background, structure, and implementation steps for the new process	Now
General VAR User Manual	Detailed explanation of how to accurately complete the reporting requirements using the online reporting tool	Link will be available on the Chancellor’s Office VAR website soon
EOPS-CARE VAR Manual	Short brief covering specific changes to your program’s specific reporting process and activity crosswalk to support accurate reporting	Link will be available on the Chancellor’s Office VAR website soon
User Helpdesk	Responses to specific questions either through a self-help process or by contacting project team staff	Summer 2024

Appendix: Crosswalk to VAR for Most Common EOPS Activities

Variable in Current Reporting	Related VAR Category/Subcategories or Narratives
Outreach/Recruitment	Any of the Outreach or Inreach subcategories depending upon audience and type of outreach/inreach
Career guidance	Counseling: Career
Counseling (academic, transfer and personal)	Counseling: Academic
	Counseling: Transfer
	Counseling: Program specific [personal]
Books	Direct Aid to Students: Textbooks
Supplies	Direct Aid to Students: Academic supplies
Tutoring	Student Support Services: Tutoring
Independent living and/or financial literacy	Student Support Services: Independent Living
In person contact w/students	Student Support Services: Unstructured student support
Referrals to health services	See referrals to other services below
Referrals to mental health services	See referrals to other services below
Housing support	Direct Aid to Students: Housing
Orientation	Student Support Services: Program onboarding/orientation/retention
Assessment	No longer required for reporting
Ed Plan	Counseling: Academic
Referrals to other services and service coordination (e.g., child care, DSPS)	Student Support Services: Program specific [Referral to mental health] <i>(for example)</i>
Work study	Direct Aid to Students: Work study
Emergency loans	Direct Aid to Students: Emergency aid
Unmet Need grants	Direct Aid to Students: Grant Programmatic
Child care	Direct Aid to Students: Child Care [on/off campus]
Transportation	Direct Aid to Students: Transportation
Food/meal tickets	Direct Aid to Students: Food
Health and mental health payment support	Direct Aid to Students: Grant Mental Health Direct Aid to Students: Grant Programmatic