# **Transition from SSWS Adult Ed Database to LACES**

This document provides Virginia adult education providers, as subrecipients of the Virginia Department of Education’s (VDOE) administration of WIOA Title II, with information about expectations and timelines as the VDOE transitions databases used for state and federal reporting. This document will be updated as the transition is underway; be sure to watch for announcements of new editions and addendums.

In April 2024, Virginia will require all providers to transition adult education data entry to the LACES database, developed and maintained by LiteracyPro Systems, part of GeniusSIS, and to participate in ongoing user training.

## System Administrators

Each agency must identify a system administrator who will be responsible for assigning and managing LACES user accounts and permissions at the program level. The system administrator should be a person who will serve as the main data entry specialist, is familiar with database management, and will be available to assist other staff members become oriented to the LACES user interface. We recommend that this role not be filled by a program manager whose other responsibilities may compete for their time.

Each program manager should send the name and email address of their proposed system administrator to [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) by **April 1, 2024**. The state office will communicate with these users prior to the April training.

## Data Freeze Date

Providers will not be able to enter data in the legacy adult education application, which resides on the Single Sign-on Web Systems (SSWS) platform hosted by the Virginia Department of Education after **Friday, March 22, 2024, at 11:59 p.m.** (Note: SSWS will show this as March 23, 2024.) Programs will not be able to enter adult education data after this time. Requests to enter data in previous fiscal years will not be honored. The application, including downloadable reports, will be in “read only” status after this time.

## Blackout Window

The blackout window is the period of time after the data freeze date and before the Virginia LACES application Go Live date, in which data may not be entered in either system. During the blackout, LiteracyPro Systems will migrate the SSWS data as of March 22 to LACES and verify that the data is accurate. The blackout window will last until **Friday, April 19, 2024**, when the LACES system is scheduled to go live. During the training, program staff will have access to the training database only. Access to actual program data will not be provided until after the training.

During the blackout window, programs may want to use the attendance and assessment upload templates from LACES that will be shared from the state office. Tracking student attendance and assessment activity on these spreadsheets through the blackout window will ease the data entry burden once the system is live.

## In-Person Training

In-person training is scheduled for **April 16-18, 2024**; see details at <https://valrc.org/resource/laces-data-system-resources/>. Only participants identified by their program manager were invited to register.

During the training, users will be able to access the training database only. No actual student data will be used during the training. *Do not bring any student data to the training!* On the last day of training, participants will receive access to their agency’s live, production data to confirm that they have access to the site. Training participants may retain access to the training database for a limited time after the training in order to practice and/or train additional staff.

## Go Live Date

The LACES system is scheduled to go live on **Friday, April 19, 2024**. Program staff who completed the April LACES training may begin entering data after this date. If there are any questions as users get started, submit them via the LACES [Technical Support Form](https://laces.literacypro.com/laces/Content/usernews/laces/crmlng.htm). All adult education activity, including attendance and student test activity, that occurs between the freeze and the Go Live date may be entered into the agency’s LACES database once the system is live.

The state office expects attendance and assessment data to be maintained according to established local routines and data flows through the end of the program year.

## Integrations with Assessment Publishers

The nightly integration with GED® Testing Service will begin after the LACES database goes live in April 2024. Assessment data integrations with DRC (which publishes TABE 11/12 and TABE Clas-E assessments) and CASAS will not be available for program year 2023-2024 but are expected to begin July 1, 2024. Therefore, provider staff must continue to enter assessment data into the student record for activity through June 30, 2024.

## Intake and the LACES Student Portal

The launch of the LACES Student Portal is slated for July 1, 2024; it will not be made available for program year 2023-2024. Training and discussion opportunities will be scheduled to help providers determine how best to incorporate the Portal into their recruitment, outreach, intake, and orientation procedures.

Providers are required to continue to use and retain the PY2023-2024 Adult Student Profile Document (ASPD) in student files through the end of the program year.

## Data that Must Be Manually Entered

There are a few data fields that are not being migrated and will have to be entered directly into the LACES database. Staff records have been migrated, but programs should plan to manually enter teacher certifications and years of experience in adult education. The state office will share a template to assist programs with documenting the information, which may later be used to transfer the information to LACES as a batch upload.

## Access for Staff Not Attending the April Training

The system administrator will be able to create accounts for other data staff members who were unable to attend the April training. It is strongly recommended, however, that such staff members are oriented to the LACES system through the available relevant tutorials and help desk documentation and are supported in their understanding of LACES by the system administrator.

## Technical Assistance

Questions related to the LACES database can be directed to the technical support staff using the technical support link provided in LACES, or at <https://laces.literacypro.com/laces/Content/usernews/laces/crmlng.htm>, by emailing technical support at [helpdesk@literacypro.com](mailto:helpdesk@literacypro.com), or by calling 1-888-714-9464. Technical support is answered in the following order: form, emails, calls, with urgent issues addressed based on priority. Help can be accessed by clicking the Help link provided on each page of the database or by using the provided Help link: <https://sites.google.com/a/literacypro.com/lps-support/lps-help-center>. Questions related to state or federal policy should be directed to [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov).