CAMP Annual Performance Report (APR) Performance Report Instructions
Proposed Revisions
OMB No. 1810-0727

The below table summarizes proposed changes for the CAMP Annual Performance Report Instructions and Excel Data Form for FY2024.

NOTE: The proposed new forms will apply for the 2023-2024 reporting period, but depending on the timing of release, any new data elements will be optional for the first year (2023-2024). The new elements will be required for the following year, 2024-2025.

Not listed are overall minor typographical formatting improvements to improve clarity of document, such as reformatting of bullets, and minor grammatical corrections.

I.   CAMP Annual Performance Report Instructions, proposed changes

Revision	Page number (new document)	Rationale for Revision
Add "* For grantees in the final year, also **attach** the final project evaluation that was proposed in the approved grant application. Include the attachment in the APR submission email to OME."	2	Grantees are required to submit final project evaluations, but OME does not currently collect the project evaluations.
Replace "Government Performance and Results Act (GPRA) with "Education Department General Administrative Regulations (EDGAR) 34 CFR 75.110."	3	EDGAR 34 CFR 75.110
Remove "GPRA indicators" and remove parentheses	3	EDGAR 34 CFR 75.110
After "the MS Excel Form is formulated to perform this calculation," add "based on the data entered."	3	Improves clarity of instructions
Replace "GPRA" with "Program Performance Measure"	Throughout the document (ex. page 3)	EDGAR 34 CFR 75.110
Update "current reporting period" to "the performance period you are reporting."	Throughout document (ex. page 3)	Improves clarity of instructions
In footnote, replace "as to their capacity to increase these measures and meet" with "on whether they meet"	3	Improves clarity of footnote
Move text "The program office also will calculate an efficiency measure for each project. Grantees do not calculate or report on these measures. Rather, data that grantees report will	5	Improves clarity of instructions

be used to calculate the measures, which are provided below." from above to below the definition of Efficiency Measure. Remove "also" and "which are provided below" to be consistent with change in order. Add "performance towards."		
Add the following "Note: Throughout the document, "budget period" and "performance period" are used interchangeably. Both "budget period" and "performance period" refer to a reporting period from July 1 to June 30."	6	Improves clarity of instructions
Remove "must be submitted by November 9, 2022" and replace with "will be due in the fall of each year, with the exact date to be provided by the program office."	7	References the generic deadline instead of an exact date to avoid annual updates to instructions.
Remove "by October 28, 2022" and replace with "120 days after the end of the grant performance period."	8	References the generic deadline instead of an exact date to avoid annual updates to instructions.
Remove "90" and replace with "120."	8	OMB Circular A-110; lists 90 days. Updated to 120 days in 2014 with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: 2 CFR 200.329(c) 2 CFR 200.344
Add "Indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined in its negotiated indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less (34 CFR 75.562)"	9	Improves clarity of instructions
Remove "and the entire performance period"	10	OME does not collect 5 years of data in the Final Performance Report.
Remove all text on page 12 following "Sections A and B contain columns…" and replace with "Fill in the blue cells with the numerical value corresponding to the current reporting period."	11	Excel data collection form only includes one column for current reporting period.
Add note under definition: "the previous reporting period's *persisters* are *returning participants* in the performance period you are reporting."	12	Improves clarity of instructions

Change "should" to must"	12	Improves accuracy of instructions
Move "the MS Excel Form is formulated to perform the calculation" to after the first bullet point under "Data quality check"	12	The Excel form cannot perform the calculation for the second bullet. This has to be checked manually.
Remove "CAMP instruction" and replace with "college courses"	13	Consistency with Excel Performance Report data form
Add "Example" in table title; remove columns Y2-Y5; replace "Y1" with "Reporting Block A1 Response."	13	Update table to match Excel Performance Report data form; clarity of instructions
Add (Performance Measure 1)	14	Improves clarity of instructions
Remove table columns "Y2, Y3, Y4, Y5"	16, 18, 19, 20, 22, 23, 25	Excel data collection form only includes one column for current reporting period.
Remove "Target Number of CAMP First Academic Year Completers" and definition	16	Data is not currently being collected
Remove "(The MS Excel Form is formulated to perform this calculation.)"	17	The Excel form does not have a data check for these items.
Replace "an" with "the" and add "or transfer to another IHE"	17	Improved clarity of definition
Remove "Target number of 1st academic year completers who continued in postsecondary education programs" and definition	17	Data is not currently being collected
Remove "follow-up contact was successfully made" and replace with "the grantee was able to collect follow-up data."	18	Improves clarity of instructions
Add "s" to Item and remove "s" from collect	18	Update for grammatical correctness.
Add items A5.a and A5.b to the table to break out data collection for 2-year IHEs and 4-year IHEs	19	Consistency with Excel Performance Report data form
Remove "2"	20	There is no block "E2." Updated to match Excel form.
Add "Students may appear in more than one row if they received more than one service."	21	Improves clarity of instructions and matches Excel data form.
Reordered definitions.	21	Updated to match order of appearance on Excel data form
Insert "Report the number of students who received…." For Tutoring, Counseling or guidance services, and Stipend.	21	Clarify how grantees are to report information
Add "*Room and Board:* Generally, includes a place to live and the amenities that come with that (bed, electricity, water, etc.) and food.	21	Add missing definition (pulled from HEP Instructions) that is reported in the Excel Data form.

Report the number of students who received room and board."		
Remove "(The MS Excel Form is formulated to display an error message in case the individual number exceeds the count reported in A1b.)"	22	The Excel form does not have a data check for these items.
Update B1.b to "Report the number of CAMP students receiving the following financial support services. Students may appear in more than one row if they received more than one service."	22	Improves clarity of instructions
Add complete names of federal programs (MEP, HEP, and NFJP) and add definition for "**referred**:" "The CAMP project recruited and/or enrolled the CAMP student using information from another federal migrant program. For example, this could include receiving a student's name, contact information, or information regarding participation in MEP, HEP, or NFJP from one of these programs. Although participation in MEP, HEP, or NFJP is one of the possible avenues of eligibility for CAMP, "referred" does not pertain to eligibility any of these programs and is solely a measure of communication between programs."	23	Improve clarity of the instructions.
Remove references to Excel form Data Quality checks for referrals	23	There is not a Data Quality check on the Excel form.
Change "Number of students who were referred from any other program and accepted into CAMP" To "Number of students who were not referred from HEP, MEP, or NFJP"	23	To include students who would be otherwise missing from the count.
Under Item C1, add "the location or mode of receiving instruction or services (in-person, distance/remote, and hybrid distance/remove)" and "Please note that for location or mode of instruction, a one-off or limited virtual engagement within an in-person program design does not constitute hybrid design."	24	Include instructions for new data elements on mode of learning (in-person, distance/remote, and hybrid distance/remote)

Add definitions for Commuter and Residential student:

Commuter student: The student lives at home and commutes to the site of the project. **Please note, "Commuter student" is not the same as "Distance/remote" as referenced in the modes of instruction below**. A Commuter student may receive **any** of the three modes of instruction.

Residential student: The student lives away from home at the site of the project. | 24 | Added missing definitions. |
| Add definitions for "In-person only programs," "Distance/remote programs," and "Hybrid distance/remote and in-person programs."
    Please note that for location or mode of instruction, a one-off or limited virtual engagement within an in-person program design does not constitute hybrid design.

In-person only programs: [1] Programs with students receiving all instruction (e.g. college courses) and services (e.g. mentoring, tutoring, counseling, etc.) in person on campus or at a designated campus location.. This includes full-time and part-time students that receive all instruction in person on campus.

Distance/remote programs: [2]
    Distance/remote programs: | 24 | To account for new modes of instruction developed and continued during the pandemic. |

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[1] Adapted from:

"Distance Education in IPEDS." *National Center for Education Statistics,* Accessed 27 June 2023. https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds

Parsad, B., Lewis, L. and Tice, P. "Distance Education at Degree-Granting Postsecondary Institutions: 2006–07." *National Center for Education Statistics*, Dec. 2008, Accessed 27 June 2023. https://nces.ed.gov/pubs2009/2009044.pdf

"School Pulse Panel, December Survey, Learning Mode." *National Center for Education Statistics,* Dec. 2022, Accessed 27 June 2023. https://ies.ed.gov/schoolsurvey/spp/

[2] Ibid.

- use one or more technologies to deliver instruction and services to students who are separated from the staff member and to support regular and substantive interaction between the students and the staff member; - can occur synchronously or asynchronously; and - involve communication through video, audio, or computer technologies, or by correspondence. Programs are considered distance/remote programs if **ALL** of their programmatic portions (e.g. instruction, services) are completed remotely. Non-instructional in-person requirements (e.g., determining eligibility, enrollment) do not exclude a course or program from being classified as exclusively distance/remote. This definition also includes students who take distance/remote classes accessed on campus (for example, a Residential student may take distance/remote classes in the educational setting). ***Hybrid distance/remote and in-person programs***: Hybrid/blended online programs refer to a combination of distance/remote and in-person instruction or services. Programs may vary in the proportion of online instruction required for a course or program to be considered an online course or a hybrid/blended online course or program.		

Add data quality check and four more rows, C1.c-f, to include modes of instruction: • Does the project offer in person only, distance/remote, or hybrid distance/remote and in-person participation to students? • Report the number of students who received in-person only programming, • Report the number of students who received distance/remote programming, (note: this may or may not include Commuter students. Commuter students may receive any of the three modes of instruction) and • Report the number of students who received hybrid distance/remote and in-person programming.	25	To account for new modes of instruction developed and continued during the pandemic.
Update numbering (change C1.c and C1.d to C1.f and C1.g, respectively)	25	To account for additional rows
Add "Two Year and Four Year" for question g	25	Some CAMP projects have multiple campuses with different length of programs.
Add "Semester and quarter" "Semester and trimester" "Quarter and trimester" "Semester, trimester and quarter"	25	Some CAMP projects have multiple campuses with different calendars.
Remove Item C2, which collects data on student assessments that determine IHE enrollment (SAT, ACT)	25	Data on standardized admissions tests are decreasing in relevancy as fewer universities are collecting and using this information. In 2022, 12/55 grantees reported using SAT scores and 12/55 grantees reported using ACT scores (22% each). Of those numbers, 11 grantees used tests, 1 used SAT only and 1 used ACT only. In addition, the data is a burden for grantees to collect, given they have to ask their institution for it. Removing this item may help with the addition of the new data collection element on in-person, distance/remote, and hybrid learning.

		These data are not reported to Congress or currently used for anything in OME.
Remove "Data on program performance measures should only be entered in section A of this form and should not be reported in this section."	27	Grantees do include Program Performance Measures in their program objectives.
Add: For grantees in the final year, **attach** the final project evaluation that was proposed in the approved grant application. Include the attachment in the APR submission email to the Department. 1. Is the final project evaluation report attached? [Yes/No] a. If no, when will the project evaluation be available and submitted to the Department? [Enter date]	27	Grantees are required to submit final project evaluations, but OME does not currently collect the project evaluations.

II.   APR CAMP Excel Data Form, proposed changes

Revision	Tab and cell number	Rationale for Revision
Replace "GPRA" with "Program Performance Measures"	Block A, Cells A7, B16, B22, A42, A43	EDGAR 34 CFR 75.110
Remove "*Supporting documentation required. See instructions for item A2."	Block A, Cell B16	Supporting documentation is not required; there is no reference to this in the instructions.
Update to: Number of persisters (persisters were enrolled in instructional services in the performance period you are reporting, did not yet complete their first academic year of college, and have reenrolled for instructional services in the subsequent budget period before the APR due date).	Block A, Cell B18	Improve clarity of instructions
Replace "Item A6" with "Item A9"	Block A, A39	Typo
Change "This reporting period" to	Block A, cells	Improves clarity of instructions

"the performance period you are reporting"	B27-38	
Update text in parentheses to read "Do not report hours of services received."	Block B, Cell B6	Improves clarity of instructions
Update B1.b to "Report the number of CAMP students receiving the following financial support services. Students may appear in more than one row if they received more than one service."	Block B, Cell B10	Improves clarity of instructions
Update to: "The counts reported in each of Items B2a, B2b, B2c, and B2d cannot exceed the total number of students served (Item A1b) for the reporting period."	Block B, Cell B15	Update for accuracy and to match instructions
Update to "Number of students who were not referred from HEP, MEP, or NFJP"	Block B, Cell B19	Include students who would otherwise be missing from this count
Remove definitions for commuter student and residential student.	Block C, Cells B6-7	Definition matching NRG will be added to instructions.
Add four more rows, C1.c-f, to include modes of instruction: • Does the project offer in person, distance/remote, or hybrid distance/remote and in-person participation to students? • Report the number of students who received in-person programming, • Report the number of students who received distance/remote programming, and • Report the number of students who received hybrid distance/remote and in-person programming.	Block C, Cells B9-12	Add reporting fields for new data element
Add a data accuracy check under C1e (the sum of d-f cannot exceed the number of students served)	Block C, Cell B11	To promote accuracy of new data collection
Update numbering (change C1.c and C1.d to C1.g and C1.h, respectively)	Block C, Cell A14 and A15	Account for additional rows from new data element
Add "Two Year and Four Year" for question g	Block C, Cell C14	Some CAMP projects have multiple campuses with different length of programs
Add "Semester and quarter" "Semester and trimester" "Quarter	Block C, Cell C15	Some CAMP projects have multiple campuses with different calendars

and trimester" "Semester, trimester and quarter" for question h		
Update to: Provide each project objective listed in the approved application, performance measure target, actual performance outcome, and explain the outcome (maximum 2500 words).	Block D, Cell B4	Improves clarity of instructions
Remove the reference to "GPRA 1"	Block D, Cell B6	Improves clarity of instructions
Add five more rows to include options for Objectives 6-10	Block D, Cells B11 – B15	Many grantees have more than five objectives, and they are unable to add more rows.
Update GPRA 2 Formula in Hidden Data row from N3/J3 to M3/J3	Hidden Data tab, Cell Y3	Accuracy
Add a row: For grantees in the final year, **attach** the final project evaluation that was proposed in the approved grant application. Include the attachment in the APR submission email to the Department. 2. Is the final project evaluation report attached? [Yes/No] a. If no, when will the project evaluation be available and submitted to the Department? [Enter date]	Block D, B17-20	Grantees are required to submit final project evaluations, but OME does not currently collect the project evaluations.