



# Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley  
Commissioner

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Dear Program Directors,

I am pleased to announce desk review searches have been automated. LiteracyPro Systems has created five customized LACES searches that replicate the multistep searches that we all have been running the past few years.

Instead of submitting a workbook, you and your program specialist will schedule desk review meetings for late January, March, and May to discuss your data, identify what's going well, and map out steps to correct any areas of concern. Of course, we strongly encourage you to use these searches throughout the program year to help you manage your program.

Simply expand the Desk Review search, select one of the five searches, and click REPLACE.

The screenshot shows a dashboard with a green navigation bar containing 'DASHBOARD', 'STUDENT', 'CLASS', 'STAFF', 'TUTOR', 'PAIR', and 'GR'. Below the navigation bar, there is a 'View' dropdown menu set to 'Desk Review'. A search bar shows '94 of 4553' results with filters for 'and' and 'Current Fiscal Year'. There are '+ ADD SEARCH' and 'X RE' buttons. Below the search bar, a list of search categories is shown, including 'NRS', 'General', 'Assessments', 'Demographics', 'Hours', 'History', 'Outcomes', 'Adult Education Follow-Up', 'Enrollments', and 'Desk Review'. The 'Desk Review' category is expanded, showing a list of five search results: '1. NRS Enrollments', '2. Non-NRS Enrollments', '3. MSG Outcomes', '4. MassSTEP Overview', and '5. Employment Outcomes'. The '3. MSG Outcomes' result has an 'ADD' button and a 'REPLACE' button. A blue arrow points to the 'REPLACE' button.

And LACES will instantly produce results like this:

The screenshot shows a web interface with a title bar 'Select Count' and a report titled 'Desk Review - MSG Outcomes'. The report contains two tables. The first table lists student counts for various assessment categories, and the second table lists completion counts for ABE, ESOL, and HSE. Below the tables are two explanatory footnotes and a 'CLOSE' button.

	YTD
Number of students with 12 hours with ABE pretests only (assessed once)	18
Number of ABE students with at least 65 hours (or 40 for AECl) since pretest but no post test	1
Number of ABE students with at least one post test (assessed 2+)	1
Number of students with 12 hours with ESOL pretests only (assessed once)	0
Number of ESOL students with at least 65 hours (or 40 for AECl) since pretest but no post test	0
Number of ESOL students with at least one post test (Assessed 2+)	0
Number of students with 12+ hours and never assessed*	0
Total students with at least one post test	1
Total students with 12+ hours	19
Post test percentage (at least one post test / total students)	5.3%

  

	YTD
Number of ABE EFL completions**	1
Number of ESOL EFL completions**	0
Number of HSE credentials attained by NRS participants	3
Number of post exit post secondary enrollments	1
Total outcomes	5

\*If the Number of students with 12+ hours and never assessed is greater than zero, then add explanatory comments to the Desk Review area

\*\*The number of ABE and ESOL EFL completions is the number of level gains made, not the number of students.

CLOSE

As with other searches, you will be able to click on a number and drill down to a list of student records. Experienced LACES users will be able to subset, use the “and not” filter option, and add searches to refine and deepen their analyses.

The new searches will be available in September. As soon as they are in production, we will upload FY23 enrollment and MassSTEP credential targets. And be on the lookout for in the SABES calendar for LACES training webinars.

Sincerely,

Wyvonne Stevens-Carter  
Adult Education State Director