

# DAISI Cheat Sheet for Providers with IELCE Funding

## How to add an IELCE Student Into a Bridge: V2 DAISI

### 1. Go to V2 DAISI:

**daisi** Data and Information System Illinois -FY 2024 Logo

Home Main menu Policy Jobs Data Dictionary Help

Welcome to DAISI, the Illinois Community College Board's Adult Education and Family Literacy web-based data collection system

2024

Q Global Filter

Program Name 11	ICCB Program ID	Region	Provider	Status
search	search	Select Region	search	search
A Safe Haven	508CA	I	CBO	ACTIVE
Albany Park Community Center, Inc.	508AJ	I	CBO	INACTIVE
Asian Human Services	508BB	I	CBO	ACTIVE
Association House	508CB	I	CBO	ACTIVE
Aurora East School District #131	516AA	II	LEA	INACTIVE
Black Hawk College	50301	III	CC	ACTIVE
Blue Gargoyle Community Services	508AF	I	CBO	INACTIVE
Carbondale Community High School	530AF	IV	LEA	ACTIVE
Carl Sandburg College	51801	III	CC	INACTIVE
Centro Romero	508AN	I	CBO	ACTIVE

1 2 3 4 5 10

### 2. Student tab, click submit and full list of students comes up.



### Students: List/Search

SearchAdd New

SubmitClearList Current FY

View Previous Search ResultsSelect Search NameView

Global Filter

DATA MATCHEXCEL

Search Result Name
Save

Fiscal Year	SSN	Last Name	FirstName	MI	DOB	Status	Test Info	Class Info	Goals	Notes	Custom Fields	IEL/CE	Delete
2024	XXX-XX-	Jason	Song		02/14/1997	S							Delete

1 of 1
1
10

1 Students

Click on the ELL student class info Tab.

- Click on Class Info tab.
- Scroll down and find the course name.
- Click on the specific bridge course.

Search Results

Bio/Demo

Status

Test Info

Class Info ▲

Goals/Achievements

Student Notes

Custom Fields

IEL/CE

Student Itinerary

Aggregate Hours

Type	AH	EH	UI
ABE	25	25	1.67
ASE	0	0	0
ESL	0	0	0
HSCR	0	0	0
VOC	0	0	0
<b>Total</b>	<b>25</b>	<b>25</b>	<b>1.67</b>

Contact Hours: 25  
 Assessment Hours: 0  
 Attendance Hours: 25  
 Miscellaneous Hours: 0

Add Miscellaneous Contact Hours  
 \*Date   
 \*Type   
 \*Hours

Current Class Information

Class/Section No.	Course Name	Building	Expected Start Date	Actual Start Date	Inst.Cat.	Fund Src	Exit Date	Exit Code	Attendance
ca1t 101 ⚠	ABE Intro	Main Campus	2023-08-14	2023-08-14	ABE	3405			<a href="#">Attendance</a> <input type="button" value="Attendance Report"/>
ijokod101 ⚠	ESL Course	Main Campus	2023-08-21		ESL	4805			<a href="#">Attendance</a> <input type="button" value="Attendance Report"/>

1 10

After clicking on the class info, click on the course name as seen in the pointed arrow. In this case, we are going to check if the student's bridge course is marked Yes."

7. Under Course Details, make sure "Bridge Course" is clicked Yes.

**Course Details** **View Classes**

\* Course Code | ESL Course

\* Course Name | ESL Course

\* Transition Course:  
☒ Yes ☐ No

\* Bridge Course:  
☒ Yes ☐ No  
 Select Bridge Course Type | Series Select Specific Career Cluster Type | Architecture and Construction

\* Course Description:  
 ESL Course

\* Approved range of units of instruction:  
 Min: 0.5 Max: 1

\* Instructional Categories:  
☐ ABE ☐ ASE ☒ ESL ☐ HSCR ☐ VOC

PCS Code | 1.9

CIP Code | Select

\* Misc.  
☒ Job Skills  
☐ Citizenship  
☐ Foreign GED  
☐ Math Only

Submit

A

As seen in the pointed arrow, make sure Bride is marked as "Yes."

Always makes sure that you insert the CIP code.

You can choose whether the Bridge course type is standalone or part of a series. This also applies to the specific career cluster type. Click on it, and a drop-down menu will appear, showing all categories of career cluster types.

8. Next to Course Details tab, click on "View Classes" tab.

9. Click on Class Section number.

10. Scroll halfway down.

### Courses: Add/Edit Details

Course Details

View Classes

Code: ESL Course

Course Name: ESL Course

Min Ut: 0.5 Max Ut: 1 Instr. Cat.: ESL

List Current

List All

Q Global Filter

Class/Section No.	Building	Start Date	End Date	Class Schedule	Instructor(s)	No. Students Registered	Total Students with 7.5 hours
<a href="#">ijokod101</a>	Main Campus	2023-08-21	2023-10-16		Balcer, David	1	0
<a href="#">895638</a>	Main Campus	2023-10-23	2023-12-18	TUESDAY 17:00:00-19:00:00	A Test, This is	1	0

Click on the "Class/Section No.:" under the "View Tab," It will take you to the next page which includes "General Information," "Default Funding Source," "Instructional Type," and "Enrollment."

10. Under default funding source click on 4805 (This is the IELCE funding stream).
11. Scroll down and click on Submit tab.
12. Success! You have updated your ELL student / in a Bridge / with IELCE funding!

Class Details
Roster
Attendance: Individualized
Student Testing Report

DUPLICATE CLASS

General Information

Start Date
08/21/2023

End Date
10/16/2023

Class/Section No
jokod101

Course Code
ESL Course

Building
Main Campus

Room No

Default Funding Source

☐ Assign at student placement
☐ 3405- State Basic
☐ 4800- Federal Basic
☒ 4805- Federal EL/Civics
☐ 4910- Other Restricted

Delivery Method
Web platform/Distance Learning

Instructional Type: ESL

Preferred Software Model
i-Pathways

Type
Ac-a-Distance
Class time using model
100
%

Enrollment

Individualized Enrollment

Add Instructor(s)

Add Instructor(s)

Instructors for Class

Employee ID	Name	Start Date	End Date	Delete
15	Balcer, David	08/21/2023	10/16/2023	Delete

Note: Please click on a date cell to edit.

Submit

Under the Default Funding Source, click on 4805 (This is the IELCE funding stream). Click submit button and you have successfully updated your ELL student in a Bridge with IELCE funding.

## How to add an IELCE Student Into an ICAPS: V2 DAISI

1. Go to V2 DAISI:

**daisi** Data and Information System Illinois

**ICCB DAISI Home**

- [Change Account Password](#)
- [Program Data Upload](#)
- [Reports](#)
- [V2 DAISI](#)

**daisi** Data and Information System Illinois -FY 2025 Logout

Home Main menu Policy Jobs Data Dictionary Help

Welcome to DAISI, the Illinois Community College Board's Adult Education and Family Literacy web-based data collection system

2025

Global Filter Enter any Keyword to Search

Program Name	ICCB Program ID	Region	Provider	Status
search	search	Select Region	search	search
Cait Test Program	CTP	I	CC	ACTIVE

1 10

Click on your program.

2. Student tab, click submit and full list of students comes up.



**daisi** Data and Information System Illinois *Cait Test Program -FY 2025* [Logout](#)

Change FY Students Classes Courses Instructors Funding Administration Help

**Students: List/Se**  List/Search         Select Search Name

**Basic Search**

☐ Last Name:  Last Name ☒ Fiscal Year: 2024

☐ First Name:  First Name ☐ Date of Birth: From  to

☐ SSN:  a99-99-9999 ☐ Age: From  to

☐ Student ID:  Student ID ☐ Gender: ☐ Male ☐ Female

☐ Building:  Select Building ☐ Class/Section No.:  Select Class Section No.

☐ Instructor:  Select Instructor ☐ Start Date: From  To

☐ Course Code:  Select Course Code ☐ Course Name:  Select Course Name

☐ Room Number:  Room No.

**Advanced Search**

> Biographic / Demographic

> Classes & Enrollment

**Funding & Instructional Category**

☒ Funding: 4805  ☐ Instructional Categories:  Choose

> Status

> Goals / Achievements

> Test

> Reports

> Custom Fields

> Student Error Status

> Pandemic Info

Click on the Student Tab, a drop-down menu will appear.

Remember to check the box for the fiscal year.

Use the advanced search Tab to select student in IELCE which is 4805.

Click the submit button.

3. Click into the specific ELL student who is funded with IELCE funds that you would like to add into an ICAPS.

Students: List/Search

Search

Add New

Submit

Clear

List Current FY

View Previous Search Results

Select Search Name

View

Global Filter

DATA MATCH

EXCEL

☐ Search Result Name

Save

Fiscal Year	SSN	Last Name	FirstName	MI	DOB	Status	Test Info	Class Info	Goals	Notes	Custom Fields	IEL/CE	Delete
2024	XXX-XX-	Armitage	Dean		05/06/1980	S							Delete
2024	XXX-XX-	Brady	Innocent		02/19/1996	S							Delete
2024	XXX-XX-	Brice	John		01/01/1970	S							Delete
2024	XXX-XX-	DAISI	DAISI R	J	06/03/1995	S							Delete

ELL student who is funded with IELCE funds that you would like to add as an ICAPS.

4. Click on Status tab.

5. Scroll about ¾ down on the page.

6. Find section that says “ICAPS Student.”

7. Click Yes.

8. Scroll down and click Update tab.

Student Name: Armitage,Dean

Copy Student to FY: 2025

Go

< Prev

> Next

Student is in error state

Search Results Bio/Demo **Status** Test Info Class Info Goals/Achievements Student Notes Custom Fields IEL/CE

Update

Disability status: Select

Resides in:  
☐ Rural Area ☐ Urban Area with High Unemployment ☐ Neither

How did you hear about the program: Select

Yearly household income:

\* Employment status: Unemployed

\* Primary Career Pathway: Architecture and Construction

Hours worked per week:

Public Assistance:  
☐ Yes ☒ No

Public Aid ID number: or PA ID Not Available

\* Barriers to Employment (Please check all that apply):

☐ English Language Learner, Low Literacy Levels, Cultural Barriers

☐ Exhausting TANF within 2 years

☒ Low Income

☐ Displaced Homemaker

☐ Veteran

☒ Single Parent

☐ Individual with a Disability

☐ Long-Term Unemployed

☐ Ex-Offender

☐ Migrant/Seasonal Farmworker

☐ Homeless Person/Runaway Youth

☐ Youth in Foster Care/Aged Out of System

☐ Not Applicable

Co-Enrolled in Other WIOA Title Programs (Please check all that apply):

☒ Title I: Adult, Dislocated Worker, and Youth State Programs

☐ Title III: Wagner-Peyser Act Employment Services

☐ Title IV: Vocational Rehabilitation (VR) Programs

Enrolled in:

☐ Correctional Facility

☐ Community Correctional Program

☐ Other Institutional Setting

STAR Student:  
☐ Yes ☒ No

ICAPS Student:  
☒ Yes ☐ No

ICAPS Entry Date: 07/15/2023

Click on the status Tab of the student.

Mark the student as ICAPS "Yes."

9. Success! You have now added your ELL student into an ICAPS!