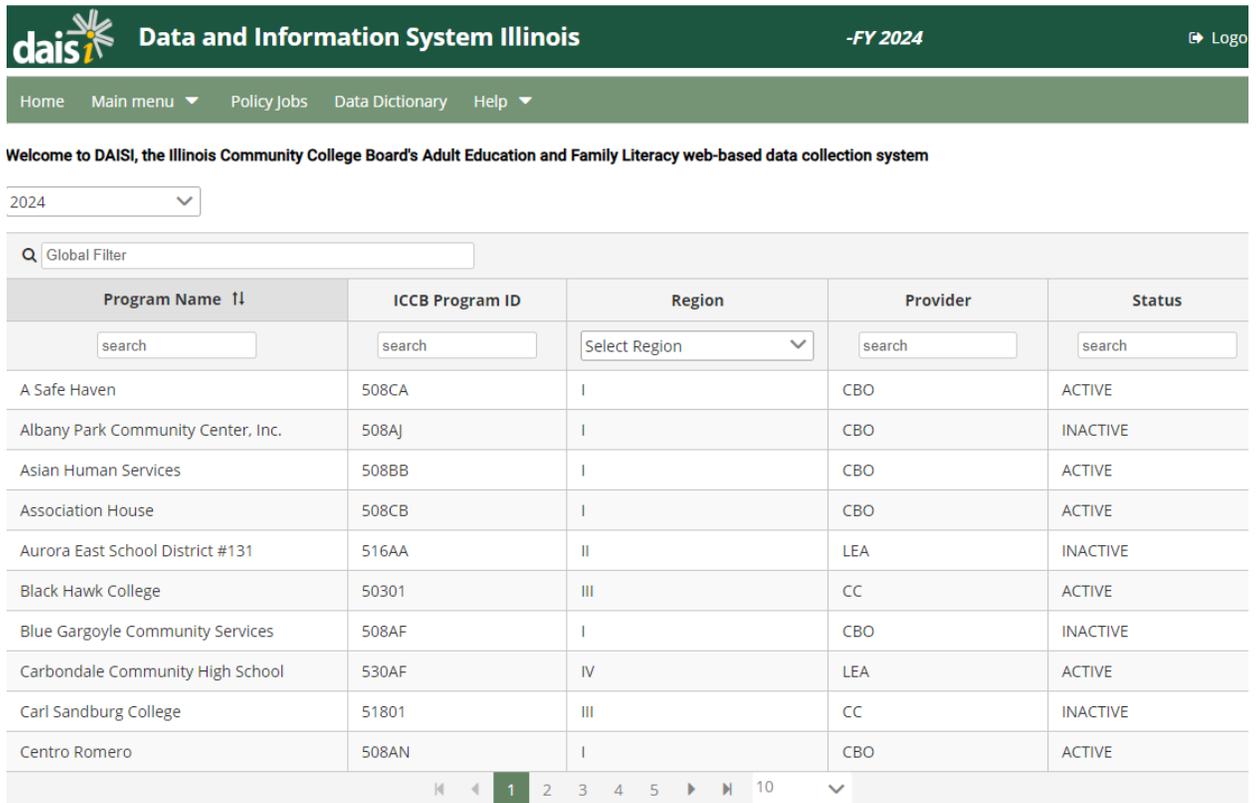


DAISI Cheat Sheet for Providers with IELCE Funding

[How to add an IELCE Student Into a Bridge: V2 DAISI](#)

1. Go to V2 DAISI:



The screenshot shows the DAISI (Data and Information System Illinois) web application interface. The header includes the DAISI logo, the text "Data and Information System Illinois", the fiscal year "-FY 2024", and a "Logo" link. Below the header is a navigation menu with "Home", "Main menu", "Policy Jobs", "Data Dictionary", and "Help". A welcome message reads: "Welcome to DAISI, the Illinois Community College Board's Adult Education and Family Literacy web-based data collection system". A dropdown menu shows the year "2024". A search bar labeled "Global Filter" is present. Below the search bar is a table with the following columns: "Program Name", "ICCB Program ID", "Region", "Provider", and "Status". Each column has a search input field. The table contains 11 rows of data. At the bottom of the table is a pagination control showing "1" of 10 pages.

Program Name	ICCB Program ID	Region	Provider	Status
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

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

Step 1: Remember to check the FY to make sure it aligns with the fiscal year you want to look at.

Step 2: To make it easier, use the funding & Instructional category under advance feature to search for the student in an IELCE.

Step 3: Click the submit button to find the IELCE students you are looking for.

3. Click into specific ELL student you would like to add into a Bridge.

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-	Jason	Song		02/14/1997	S							Delete

1 of 1 1 10

1 Students

Click on the ELL student class info Tab.

4. Click on Class Info tab.
5. Scroll down and find the course name.
6. 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
VOIC	0	0	0
Total	25	25	1.67

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

Add Miscellaneous Contact Hours

*Date

*Type

*Hours

Add

Current Class Information **Enroll**

Class/Section No.	Course Name	Building	Expected Start Date	Actual Start Date	Inst.Cat.	Fund Src	Exit Date	Exit Code	Attendance
cait101	ABE Intro	Main Campus	2023-08-14	2023-08-14	ABE	3405			Attendance Attendance Report
ljokod101	ESL Course	Main Campus	2023-08-21		ESL	4805			Attendance 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.

The screenshot shows a form with two tabs: "Course Details" and "View Classes". The "Course Details" tab is active. The form contains the following fields and sections:

- 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 button

Callout boxes provide the following instructions:

- A**: As seen in the pointed arrow, make sure Bridge 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
ijokod101	Main Campus	2023-08-21	2023-10-16		Balcer, David	1	0
895638	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: jskod101

* 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: Aca-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.

Students: List/Se

Search Add

Submit Clear List Current FY

List/Search

+ Add Students

Set Defaults

View Previous Search Results Select Search Name View

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

Basic Search

Last Name: Last Name

First Name: First Name

SSN: a99-99-9999

Student ID: Student ID

Building: Select Building

Instructor: Select Instructor

Course Code: Select Course Code

Course Name: Select Course Name

Room Number: Room No.

Fiscal Year: 2024

Date of Birth: From mm/dd/yyyy to mm/dd/yyyy

Age: From to To

Gender: Male Female

Class/Section No.: Select Class Section No.

Start Date: From mm/dd/yyyy To mm/dd/yyyy

Remember to check the box for the fiscal year.

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

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

Submit Clear Back to top

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

View Previous Search Results

Global Filter

Search Result Name

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						<input checked="" type="checkbox"/>	Delete
2024	xxx-xx-	Brady	Innocent		02/19/1996	S						<input checked="" type="checkbox"/>	Delete
2024	xxx-xx-	Brice	John		01/01/1970	S						<input checked="" type="checkbox"/>	Delete
2024	xxx-xx-	DAISI	DAISI R	J	06/03/1995	S						<input checked="" type="checkbox"/>	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: [text box]

* Employment status: Unemployed

* Primary Career Pathway: Architecture and Construction

Hours worked per week: [text box]

Public Assistance:
 Yes No

Public Aid ID number: [text box] 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!