

Idaho Adult Education

Updated Guidance on Barriers to Employment Data Collection and Reporting

Purpose

The purpose of this guidance is to reinforce requirements for the collection and reporting of barriers to employment in LACES and to improve the accuracy and completeness of participant data.

Barriers to employment are required participant data elements and should be collected and reported for all Adult Education and Family Literacy Act (AEFLA) participants. Accurate barrier data supports federal reporting requirements, informs program planning, and helps demonstrate the populations served by Idaho Adult Education.

This guidance is intended to supplement previous technical assistance and training provided to local programs.

Barriers to Employment Requirements

Local programs shall review participant intake information and ensure barriers to employment are accurately entered into LACES.

Participants may experience multiple barriers to employment. Local programs should review all available intake information and select **all applicable barriers** in LACES.

Idaho Business Rule

Local programs shall record all known barriers to employment that apply to a participant. Participants may have more than one barrier to employment recorded in LACES.

Selecting only one barrier when multiple barriers are present may result in incomplete participant records and inaccurate reporting.

Correctional Education Participants

Local programs should ensure that barriers to employment are not overlooked for correctional education participants.

As discussed during federal technical assistance, correctional education participants frequently have multiple barriers to employment. At a minimum, local programs should review participant records to ensure all applicable barriers have been accurately recorded in LACES.

When reviewing correctional education participants, programs should:

1. Review participant records with no barriers to employment entered and update records as appropriate.
2. Review participant records with existing barriers and confirm that all applicable barriers have been selected.
3. Ensure that both **Ex-offender** and **Low Levels of Literacy** are selected when appropriate based on participant circumstances and intake information.

Record Corrections and Updates

Barrier to employment records may be updated when errors or omissions are identified.

Local programs are encouraged to periodically review participant records and correct barrier information when:

- barrier identified during intake was not entered into LACES;
- Information collected during intake was entered incorrectly;
- A data-entry error is identified; or
- State monitoring, data validation, or program review identifies incomplete or inaccurate records.

Programs should follow current LACES procedures when updating barriers to employment.

Monitoring and Data Validation

The Idaho Adult Education Office may review barriers to employment data during monitoring, desk reviews, and data-validation activities.

Local programs should be prepared to demonstrate:

- Barriers to employment are collected during intake;
- Multiple barriers are recorded when applicable;
- Revisions are applied when errors or omissions are identified;
- Participant records accurately reflect available intake information; and
- Barrier data entered into LACES is supported by participant information maintained by the program.

Questions? Please contact Christine Hagedorn Reilly, State Director, by email at christine.hagedornreilly@cte.idaho.gov or by phone at 208-605-4542.

Attachment A

Local Program Review Checklist

Review Item	Complete
Barriers to employment collected during participant intake	☐
Participant record reviewed for multiple barriers	☐
All applicable barriers entered into LACES	☐
Correctional education participants reviewed	☐
Ex-offender barrier selected when applicable	☐
Low Levels of Literacy barrier selected when applicable	☐
Missing or incomplete barrier information corrected	☐
LACES record updated as needed	☐
Documentation available to support review decisions	☐

Authority

- Workforce Innovation and Opportunity Act (WIOA), Pub. L. No. 113-128
<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
- <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-I/section-463.160>
- <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-I/section-463.190>

Sources

- Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act. (2026). National Reporting System for Adult Education, U.S. Department of Education, Office of Career, Technical, and Adult Education.
<https://nrsweb.org/sites/default/files/2026-05/NRS-TA-Guide-May-2026-508.pdf>
- Barriers to Employment. (n.d.). LiteracyPro Systems.
<https://sites.google.com/a/literacypro.com/lps-support/faq/barriers-to-employment>