

Due Dates for Data and Document Submission 2011–12

Schedule of due dates for reporting required data reports and documents and the addresses to which they are to be submitted.

Comprehensive Adult Student Assessment Systems (CASAS) and Outreach and Technical Assistance Network (OTAN) are contractors who collect information and data for the Adult Education program.

By September 30, 2011

Required Data and Documents	Submit Electronically	Mail Hard Copy
Fourth Quarter Core Performance Follow-up Survey (2010–11 grant year)	CASAS login page (Outside Source)	Not Applicable
Grant Award Notification (Signature Required)	Not Applicable	Workforce Investment Act, Title II Program Adult Education Office California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814
Grant Budget (Signature Required)	OTAN login page (Outside Source)	Workforce Investment Act, Title II Program Adult Education Office California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814

By October 31, 2011

Required Data and Documents	Submit Electronically	Mail Hard Copy
First Quarter Data Tracking of Programs and Students (TOPSpro)	Via TOPSpro software (or mail disk to)	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
English Literacy and Civics Education (EL Civics) Objectives and Additional Assessment Plans	CASAS login page (Outside Source)	Not Applicable
First Quarter Data Integrity Report (e-mail, fax, or mail hard copy)	capm@casas.org or fax to 858-292-2910	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
October Expenditure Claim Report (optional) (Signature Required)	OTAN login page (Outside Source)	Workforce Investment Act, Title II Program Adult Education Office California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814

By January 31, 2012

Required Data and Documents	Submit Electronically	Mail Hard Copy
First Quarter Core Performance Follow-up Survey	CASAS login page (Outside Source)	Not Applicable
Second Quarter Data (TOPSpro)	Via TOPSpro software (or mail disk to)	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
January Expenditure Claim Report (Optional) (Signature Required)	OTAN login page (Outside Source)	Workforce Investment Act, Title II Program Adult Education Office California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814
EL Civics Technology Plan	OTAN login page (Outside Source)	Not Applicable
Second Quarter Data Integrity Report (e-mail, fax, or mail hard copy)	capm@casas.org or fax to 858-292-2910	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339

By April 30, 2012

Required Data and Documents	Submit Electronically	Mail Hard Copy
Second Quarter Core Performance Follow-up Survey	CASAS login page (Outside Source)	Not Applicable
Third Quarter Data (TOPSpro)	Via TOPSpro software (or mail disk to)	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
Workforce Investment Act (WIA), Title II Program Implementation Survey	CASAS login page (Outside Source)	Not Applicable
Third Quarter Data Integrity Report (e-mail, fax, or mail hard copy)	capm@casas.org or fax to 858-292-2910	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
April Expenditure Claim Report (optional) (Signature Required)	OTAN login page (Outside Source)	Workforce Investment Act, Title II Program Adult Education Office California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814

By June 30, 2012

Required Data and Documents	Submit Electronically	Mail Hard Copy
California Accountability Training	In Person or Online at CASAS login page (Outside Source)	Not Applicable
CASAS Implementation Training	In Person or Online at CASAS login page (Outside Source)	Not Applicable

By August 15, 2012

Required Data and Documents	Submit Electronically	Mail Hard Copy
Third Quarter Core Performance Follow-up Survey	CASAS login page (Outside Source)	Not Applicable
End-of-Year Data (TOPSpro) Adult Education Personnel Wizard (include for Table 7)	Via TOPSpro software (or mail disk to)	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
Payment Points Summary Report	Not Applicable	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
End-of-Year Certification Letter (Signature Required)	Not Applicable	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
Fourth Quarter Data Integrity Report (e-mail, fax, or mail hard copy)	capm@casas.org or Fax to 858-292-2910	CASAS 5151 Murphy Canyon Road, Suite 220 San Diego, CA 92123-4339
Mandatory Final Expenditure Claim Report (Signature Required)	OTAN login page (Outside Source)	Workforce Investment Act, Title II Program Adult Education Office California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814
Fiscal year 2011-12 Annual Audit and Status Certification (AASC) Form Community-Based Organizations (CBO) and Faith-Based Organizations only	OTAN login page (Outside Source)	Annual Audit and Status Certification Audits and Investigations Division California Department of Education 1430 N Street, Suite 5319 Sacramento, CA 95814

Additional Community-Based Organization Requirement

Required Data and Documents	Submit Electronically	Mail Hard Copy
Fiscal year 2010-11 Organization-wide Audit (OWA) Report	Not Applicable	California Department of Education Audits and Investigations Division California Department of Education 1430 N Street, Suite 5319 Sacramento, CA 95814

The AASC form assists the California Department of Education (CDE) in determining whether a Community-Based Organization (CBO) must provide the Audits and Investigation Division of the CDE with a federal or state required audit report for the fiscal year.

Pursuant to federal regulations, all CBOs receiving more than \$500,000 in federal funds in a fiscal year must submit an OWA report prepared by a certified public accountant to the CDE within six months of the end of the CBO's fiscal year. Send the report to: California Department of Education, Audits and Investigations Division, 1430 N Street, Suite 5319, Sacramento, California 95814.

Questions: Adult Education Office | 916-322-2175