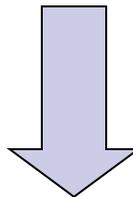
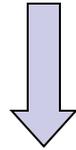


California WIA Title II Sections 225/231 and EL Civics: Core Performance Follow-Up Survey Overview

To obtain detailed instructions, go
to the California Core
Performance Follow-Up Survey
Web page at www.casas.org.



Determine if your agency must participate

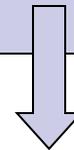
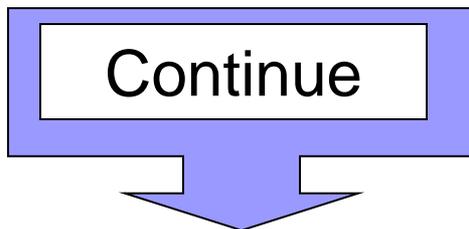


Does your agency receive Federal WIA Title II funding?

- 225/231
- EL Civics



Yes



No



Determine if you must send surveys



Action: Run the Core Performance Report in TOPSpro

The report identifies learners who should receive a survey, based on the following criteria:

Entry Record

1. Instructional Program:
 - ABE, ESL, GED, or H.S. Diploma
2. Primary or secondary goal, and Labor Force Status:
 - Get a job (unemployed)
 - Retain job (employed)
 - Enter postsecondary training or education

+

Update Record

- Learner Status is Left Program

The Core Performance Report lists students according to Primary or Secondary Goal. Use the report to determine which surveys you should send.

06/13/2007
13:45:51

Core Performance Measure Follow Up - by Agency

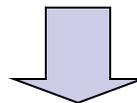
Student Records Dated between 07/01/2006 and 06/30/2007
Consumer Records Dated between 07/01/2006 and 06/30/2007

Agency: 4908 - Rolling Hills Adult School

Goal: Enter College or Training

<u>Student</u>	<u>Gender</u>	<u>Birthdate</u>	<u>Quarter Left Program</u>
Gallegos, Susie	F	07/15/1981	2
Jimson, Smythy Y	M	05/18/1976	2
Chu, Mi	F	09/18/1971	3
Orange, Martha	F	07/08/1959	3
Stevens, Linda	F	07/21/1974	3
Reyes, Ramon	M	05/05/1986	4

The Entry record goal determines which survey to send



The report summarizes the total number of surveys you should send. There are *five* types of surveys. The type and number of each, will depend on your data.

06/13/2007
13:47:41

Core Performance Measure Follow Up - by Agency

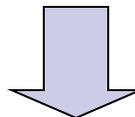
Page: 6

Student Records Dated between 07/01/2006 and 06/30/2007
Consumer Records Dated between 07/01/2006 and 06/30/2007

STATISTICS

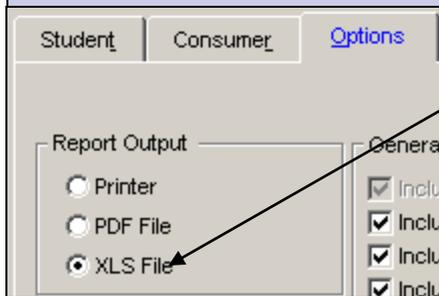
Goals	Total Number	Percent(%) of Total Population
Learners with Enroll Goal Get Job	4	1.42 %
Learners with Enroll Goal Retain Job	1	0.36 %
Learners with Enroll Goal Enter College or Training	6	2.14 %
Learners with Multiple Enroll Goals Get Job & Enter College or Training	1	0.36 %
Learners with Multiple Enroll Goals Retain Job & Enter College or Training	1	0.36 %
Total Number of Learners Qualified	13	4.63 %
Total Population*		281

*Number of learners with Entry Records in any program and with any goal



Action: Obtain student mailing addresses, e-mail addresses and/or phone numbers, and match to Core Performance Report

- Save the report as a spreadsheet to match with address records from a different source, such as an attendance system, *or*
- Use the Student Profile report to find addresses contained in TOPS, *or*
- Employ a method of your choosing



Use this option to export to a spreadsheet (feature not included in the Student Profile report)

CORE PERFORMANCE MEASURE FOLLOW UP - BY AGENCY.XLS

Student	First Name	Last Name	Birth Date	Gender	Current Age	Street	City	State	Zip	Enroll Goal	Exit Quarter
452234543	Smythy	Jimson	18-May-76	M	29				97801	Enter College or Training	2
561677132	Susie	Gallegos	15-Jul-81	F	23				97801	Enter College or Training	2
567765757	Mi	Chu	18-Sep-71	F	34	123 A St.	San Diego	CA	92123	Enter College or Training	3
584958670	Linda	Stevens	21-Jul-74	F	31	456 B St.	San Diego	CA	82123	Enter College or Training	3
988745934	Martha	Orange	08-Jul-59	F	46				97868	Enter College or Training	3
268095630	Ayshem	Karahan	28-Jul-80	F	25					Get Job	3
274564719	Erica	Kim	12-Dec-82	F	22					Get Job	2
443440507	Lori	Fortier	04-Apr-67	F	38					Get Job	3
87676	Mei	Li	20-Sep-72	F	33					Get Job	4
595959954	Anh	Dong	10-Oct-49	F	55					Get Job and Enter College	3
090983439	Krissy	Bartholomew	09-Sep-80	F	24					Retain Job	2
566453444	Junior	Jacobsen	05-May-35	M	70					Retain Job and Enter Coll	4

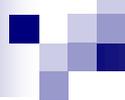
DISTANCE LEARNING STUDENTS: Policy and Procedures

- For all agencies that offer distance learning instruction: You must run a separate Core Performance Report in TOPSpro that lists distance learning students to be surveyed.
- After running the Core Performance Report in TOPSpro without changing any options:
 - Go back to the report window, click on the “Options” tab, and select “Include only learners with Distance Learning”
 - Run the report again
 - Any students listed on this report must either receive a survey designated as for distance learners, or be identified somehow as being a distance learner

DISTANCE LEARNING STUDENTS: Policy and Procedures (Cont'd)

- Administering surveys for Distance Learners:
 - If mail: Check the “Distance Learner” box on any surveys sent to students identified as distance learners
 - If phone: Denote on any phone records which students are distance learners
 - If email: Copy and paste the email text that denotes distance learning at the top, and record any that are returned complete

*When inputting survey results online, be sure to check the “Distance Learner” box for any completed surveys from distance learners.



Once you have the list of students to contact, you may choose from three different methods for disseminating Core Performance Surveys:

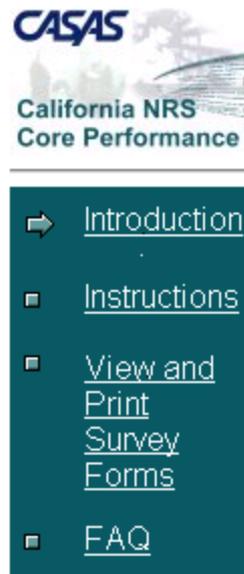
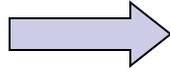
1. Mail
2. E-mail
3. Phone

For all survey methods: Obtain reproducible copies of each survey type at the NRS Core Performance Web page.

1. Go to www.casas.org
2. Log in with your username and password
3. Click on the “California Accountability” link under “CASAS Peer Communities” (bottom left side of the home page)
4. Select “WIA II Core Performance Survey” from the left-side menu
5. Click on “View and Print Survey Forms” and select the appropriate method (mail, phone, email)

FOR MAIL SURVEYS: Send surveys to each student and enter responses on the NRS Core Performance Web page.

Print sample surveys from CASAS website, then photocopy for mailing.



Send one survey to each learner. Note: Check the “Distance Learner” box on the survey for any distance learning students.

Learners complete the surveys and return them to you.

Collect returned surveys and prepare to enter the responses.

FOR PHONE SURVEYS: Call each student and enter responses on the NRS Core Performance Web page.

1. Obtain a copy of the phone survey scripts at www.casas.org
2. Administer a phone survey to students based upon their stated goal(s)
3. Make sure to adhere to the phone survey script. Do not add/delete questions. Phone interviews must be conducted in English.
4. Record student responses, note any bad phone numbers, and prepare to enter the results
5. Remember to identify any distance learning students on your call records

FOR E-MAIL SURVEYS: Send e-mails to students and enter responses on the NRS Core Performance Web Page

1. Obtain copies of the text for e-mail surveys at www.casas.org
2. Copy and paste the appropriate e-mail text into the body of the e-mail(s). Insert your agency name and the date, but do not change any of the message text. *For any distance learning students, you must send them the e-mail text labeled “Distance Learning” at the top
3. Send e-mails to students based on their stated goal(s). Make sure to hide all e-mail addresses to protect confidentiality.
4. Print any surveys returned complete, record any bad e-mail addresses, and prepare to input the results

REMINDERS

- Enter Core Performance data even if the TOPSpro Core Performance Report indicates no learners qualifying for that quarter.
 - ⇒ Enter 0's for number of surveys sent.
- Enter Core Performance data even if you do not receive any survey responses from your learners.
 - ⇒ You must record the number of surveys sent in order to submit as complete
- Make sure to click on “Submit as Complete” when you are completely finished with the survey input process. Your submission is not finalized until this is done.

Enter student responses on the NRS Core Performance Web page.

Return to the CA Core Performance Survey web page



Select the appropriate quarter.

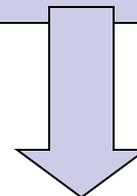
Enter Survey Results	
<input type="checkbox"/>	1st Quarter
<input type="checkbox"/>	2nd Quarter
<input type="checkbox"/>	3rd Quarter
<input type="checkbox"/>	4th Quarter



Enter the total number of surveys that were sent to learners.

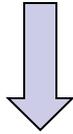
General	
Agency:	Rolling Hills Adult School
Core Performance Survey ID:	685
AgencyID:	9999
Number of Surveys Sent	
Get A Job Total:	<input type="text" value="50"/>
Retain A Job Total:	<input type="text" value="40"/>
Enter College or Training Total:	<input type="text" value="3"/>
Get a Job and Enter College or Training Total:	<input type="text" value="3"/>
Retain Job and Enter College or Training Total:	<input type="text" value="4"/>
Total:	100

Click *Submit*.



Enter student responses on the NRS Core Performance Web page.

Enter completed surveys individually by clicking on the corresponding link.



General
Get a Job
Retain a Job
Enter College or Training
Get a Job and Enter College or Training
Retain a Job and Enter College or Training
Surveys Returned: Incomplete/Blank

For example, to enter a returned survey from a learner who enrolled to “Get a Job”, click *Get a Job*. When finished entering the response, click *Submit*.

Repeat until each survey has been entered. You may return to the site to enter more surveys, but remember to **SUBMIT AS COMPLETE** before the deadline.

“Submit as Complete” to finalize your results

- Once you are finished entering your results AND any responses from students, finalize your submission by clicking on “**Submit as Complete**” on the top menu. *This must be done before the submission deadline in order to be in compliance with WIA II requirements.*
- You cannot return to the same quarter after Submitting as Complete, but you can enter late surveys during the next quarter.
- You will receive an e-mail receipt upon Submitting as Complete. **Save this for your records.**

Change font size: [A-](#) [A+](#)

Quarter 3 2007-08 WIA II Core Performance Surveys for Rolling Hills Adult School

General
Get a Job
Retain a Job
Enter College or Training
Get a Job and Enter College or Training
Retain a Job and Enter College or Training
Surveys Returned: Incomplete/Blank

| [Edit](#) | [Refresh](#) | [Help](#) | [Submit as complete](#) | [Close](#)

Click “Edit” to enter the number of surveys sent for each goal. **If you have no surveys to send, you must still enter zeroes for all categories under “Number of Surveys Sent”.** Click “Save”.

To enter a complete survey, click on the survey type displayed on the left side bar menu and complete the form. For any surveys returned to your agency due to bad addresses or for surveys left blank, click on **Surveys Returned: Incomplete/Blank** on the left side menu and complete the form.

Core Performance Due Dates:

Quarter	Date Range	Date Due
1 st Quarter	7/1/11 – 9/30/11	January 31, 2012
2 nd Quarter	7/1/11 – 12/31/11	April 30, 2012
3 rd Quarter	7/1/11 – 3/31/12	August 15, 2012
4 th Quarter	7/1/11 – 6/30/12	October 31, 2012