## **Core Performance Survey Overview**

- 1. Generate a list of learners to follow-up using the TOPSpro Enterprise California Core Performance Wizard.
  - a. In TE, go to Tools and click California Core Performance Wizard.



b. Review the steps in the first screen and then click Next.



c. As you proceed through the wizard, it will provide several reminders to review key data elements, such as highest year of school, highest diploma earned, and labor force status. Select the appropriate quarter and again click Next.



d. This generates a report that lists all students eligible for core performance reporting for that particular quarter. The first page of the report summarizes how TE will apply random sampling to generate the list of students for survey.

		Agency Survey S	Summary Inforr	nation		
Agency:	4908 - Rolling Hills Adult School	Program Y	<b>/ear:</b> 2012-2013		Quarter: 2	
Federal Table	Cohort	Expected Sample Size for PY 2012-2013	Expected Q2 Sample Size	Surveyed Previously	Total Learners Eligible in Q2	Total Learners Available for Surve Sampling in Q2
5	Entered Employment	15	3	1	1	1
5	Retained Employment	19	4	1	1	1
5	Placed in postsecondary education or training	10	0	0	0	0
5A	Entered Employment	3	0	0	0	0
5A	Retained Employment	5	0	0	0	0
5A	Placed in postsecondary education or training	3	0	0	0	0

e. The remaining pages display separate lists by cohort, of all students that are eligible for follow-up for that reporting quarter. Agencies should review the report carefully to verify that it includes everyone who is eligible for core performance.

01/04/2013 17:08:39	Core Perform	nance Follo	ow-up Surv	/ey - California	Page 2 of cr
Agency:	4908 - Rolling Hills Adult School		Program Yea	ar: 2012-2013	
Cohort:	Entered Employment		Federal Table	e 5	
Student		Gender	Birth Date	Quarter Left Program	
274564719	Kim, Erica	F	12/12/1982	1	
268095630	Karahan, Ayshem	F	07/28/1980	1	
87676	Li, Mei Chong	F	09/20/1972	1	
345533535	Spasky, Thomas	М	12/28/1980	1	

- f. If the report appears correct, click Next to close the report and proceed through the final steps of the wizard—but again, only do so if you are sure this data is correct, as this step applies the random sampling methodology.
- g. Once you click "Finish" at the last step of the wizard, TE will generate the list of students to be survey sampled, and you will no longer be able to select that reporting quarter.

Ca	lifornia Core Performance Wizard
	Before clicking Finish, carefully review the report on the previous page and make sure the pool of students for each table and measure is of the expected size.
	When you click <b>Finish</b> the wizard will generate the survey lists for each measure by randomly picking students from each measure's pool of students.
	Once you generate the lists by clicking Finish you cannot run this wizard again for the same agency and quarter.
	Cancel << Back Finish

- h. Click **Export** to save an Excel file with the complete list of randomly selected learners for Core Performance Follow-up measure survey.
- i. Click **Exit** to exit the wizard.



j. Once the agency has completed this reporting for a particular quarter, then that quarter will no longer appear as an option on the wizard menu. *Remember that this report should be run for the previous quarter*.

Current Program Year: 7/1/2012 - 6/30/2013
Selected Quarter: $\bigcirc 3 \bigcirc 4$

- 2. Disseminate surveys
  - a. Access the TOPSpro Enterprise Agency Lister. On the Organization menu, click Agencies.

Organization	Records
Agencies	
Sites	
Classes	•
Personnel	×.

- b. Double-click anywhere on the row to open the agency record.
- c. Refer to the Navigator bar on the left hand side and click Core Performance Measures. This displays a list of the applicable cohort(s) for which the agency must report for that quarter.

TE View Organization F	Records Reports Tools Help					
Agencies 4908 - Rolling	) Hil 🔀					
Navigator 🛛	New 🖹 Save 🗮 Cancel 🥥	Delete 🗙 Duplica	nte 陶 💌 🔍 🔳	/1 🖻 🖻 🛛 Go To Link	ced 😂 Disc	onnect 🏉 Collapse All 🔹 (Default)
Edit / View	Agency Information					
Sites	Agency: 4908 - Rolling	Hills Adult School		License Number: AUT	DCREATE PK	
Test Administrations	CDS/Vendor Code:					
Core Performance Measures	Funding Sources: Section 231: A	BE/ESL/VESL/VABE/Far	nily Lit., ASE/GED			
Users	EL Civics: Civic	Participation, Citizensh	hip Preparation			
Access Groups	Core Performance Measur	es				
	New 🗎 Subsites 🔠 Filter 🕻	🖌 Columns 🕅	Sort 2↓ Delete ×		🖻 Refresh 🕯	Export 🕞 Export 3rd party 🕞
	Core Performance Measure	Federal Table	Generation     Date	▲1 Program Year	▲2 Quarter	Random Sample Size
	Ŧ	Ŧ	T	Ŧ	т	T
	Entered Employment	5	1/3/2013	7/1/2012 - 6/30/2	1	1
	Retained Employment	5	1/3/2013	7/1/2012 - 6/30/2	1	1
	Entered Employment	5	1/3/2013	7/1/2012 - 6/30/2	2	1
	Retained Employment	5	1/3/2013	7/1/2012 - 6/30/2	2	1

d. Open the record for each listed cohort to view details, including the list of specific students to survey.

Core Performance Measure	es				
New 🛢 Subsites 🗄 Filter 🎙	Columns 🔳	Sort 💱 Delete 🗙 🖟	3 / 4 🕑 🤇	🗩 Refresh 🕈	🛃 Export 🕞 Export 3rd pa
Core Performance Measure	• Federal Table	<ul> <li>Generation</li> <li>Date</li> </ul>	▲1 Program Year	▲2 Quarter	Random Sample Size
T	Ŧ	т	T	Ŧ	T
Entered Employment	5	1/3/2013	7/1/2012 - 6/30/2	1	1
Retained Employment	5	1/3/2013	7/1/2012 - 6/30/2	1	1
Entered Employment	5	1/3/2013	7/1/2012 - 6/30/2	2	1
Retained Employment	5	1/3/2013	7/1/2012 - 6/30/2	2	1

e. Click Core Performance Surveys on the Navigator bar.

TE View Organization R	ecords Reports Tools Help	Us
Agencies 4908 - Rolling H	II Entered Employment 🛛	
Navigator 📮	New 🖹 Save 🛒 Cancel 🧷 Delete 🗡 Duplicate 🍇 😡 🕢	3 / 4 🕞 🕞 Go To Linked 🤐 Disconnect 🥖 Collapse All 🔺 (Default) 💌 Save
View	Core Performance Measure Information	
Core Performance Surveys	Agency: 4908 - Rolling Hills Adult School	Program Year: 7/1/2012 - 6/30/2013
	Core Performance Measure: Entered Employment	Federal Table: 5 Quarter: 2
	Core Performance Surveys	
	New B Agency/Site 4908 - Rolling Hills Adult School  Aggregated	🛿 Subsites 🗄 Filter 🍸 Columns 🗐 Sort 🔱 Delete 🔀 🖂 🗍 / 1 🖗
	Student ID     Name     Outcome     Survey Type	Survey     Not Returned     Cell     Phone     Fax     Fax     Email
	452234543 Smythy Y Jimson Not Surveyed Yet	Incomplete

- f. This displays the specific list of students to survey for the particular cohort.
- g. Download survey forms and prepared scripts on the <u>WIA, Title II Core Performance</u> <u>Survey</u> Web page under <u>California Accountability</u> Web site.
- h. On this Web page you can select surveys to administer by mail, e-mail, or by phone to gather core performance information.
  - Effective 2012-13, it is now permissible to use additional methods to verify core performance outcomes.
  - Agencies may now use social networking Web sites such as Facebook. For this approach, use the e-mail survey template when contacting students.
  - Remember: Regardless of the method your agency uses to disseminate the surveys, you must use the appropriate prepared scripts for phone, mail, and e-mail.
- **3.** Enter results of returned surveys
  - a. Return to the Core Performance Measures section of the agency record in TE that lists the students for survey.
  - b. For each student listed, double-click that listing to open the record and enter the information the student provides from the survey. Click Save when finished.

TE View	Organization Re	ecords Reports Tools	Help			
Agencies	4908 - Rolling H	il Entered Employm	ent 452234543 - Smyth	ıy 🔼		
Navigator	<b>P</b>	New 🖹 Save 🛒 Cancel	🖉 Delete 🗙 Duplicate 🐚 🤅	🖲 🕘 📘 / 1 🕞 🖻 🛛 Go To Li	nked 📫 Disconne	ect 🥖 Section List 🏢
Edit / View		Core Performance	Survey Information			
		Agency:	4908 - Rolling Hills Adult School		Program Year:	7/1/2012 - 6/30/2013
		Core Performance Measure:	Entered Employment	Federal	Table: 5	Quarter: 2
		Student ID:	<u>452234543</u>	Full Name: Smythy Y Jimson	1	
		Survey				
		Survey Type:	Not Surveyed Yet			
		Survey Returned:	Incomplete			
		Outcome Achieved:		Outcome Date:		
		Survey Not Returned Reason	:			
		Comment:	N/A			

c. Click the Edit icon and enter the survey results into TE for the given student. Once the agency has recorded all of this information into TE, it has met its core performance reporting requirement for that quarter.

Not Surveyed Yet Relative/Friend response Email External Verification Mail Phone Social Network	nse
Email External Verification Mail Phone Social Network	
Mail Phone Social Network	
Phone Social Network	
Social Network	
complete	
nknown 🔽 Outco	ne Date:
Address Unknown	Other Reasons
Email Unknown	
Phone number Unknown/Disconnected	
No Forwarding Address	
Undeliverable/Bounced	
	Outcomplete       Iknown       Address Unknown       Email Unknown       Phone number Unknown/Disconnected       No Forwarding Address       Undeliverable/Bounced

d. Agencies will no longer input core performance results on the CASAS Web site. Submitting data for a particular quarter will include the core performance results for the previous quarter. For example, when an agency submits its second quarter data on or before January 31, 2013, that submission must also include core performance results from the first quarter.