

May 29, 2019

Dear Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act Funded Agencies:

### **END-OF-YEAR DATA SUBMISSIONS FOR 2018–19**

This letter serves as a reminder and assistance to adult education agencies funded under the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) Sections 225, 231 and Integrated English Literacy and Civics Education Section 243. The official letter from CDE will sent soon.

For a list of all due dates and required submissions, please access the [California Adult Education Accountability and Assessment – EOY Letter](#) web page, on the **Comprehensive Adult Student Assessment Systems (CASAS)** website. Data-related submissions must be sent to CASAS, on or before **July 15, 2019**.

Any agency closing or ending the school year before June 30, 2019, must complete its data through the last day of classes and submit all end-of-year deliverables on or before **July 15, 2019**. Failure to submit any 2018–19 deliverables will affect current year payments and future funding.

After agencies submit the end-of-year data on **July 15, 2019**, all data submission disputes must be resolved no later than **August 1, 2019**.

Adult schools with high school diploma programs can claim students “Earned High School Diplomas” only when they have successfully completed all coursework required by the state and local districts.

Agencies must submit the following data and accountability requirements (Attachment 3 [Submitting Accurate and Complete Data](#) for additional recommendations and troubleshooting tips):

1. Complete the TOPSpro® Enterprise Adult Education Personnel information for the 2018–19 Program Year (PY) before submitting an agency-level export of your TOPSpro® Enterprise data (Attachment 1 [Data Submission Instructions](#)).
2. Run NRS Core Performance Wizard for Quarter 2 exiters for the 2018–19 PY before submitting an agency-level export of your TOPSpro® Enterprise data (Attachment 1).
  - a. All reporting agencies should have initiated and disseminated at least one round of messages using the TOPSpro Enterprise Student Portal on or before July 15, 2019.

- b. Agencies can continue to collect survey data from students after the EOY submission on July 15.
3. Generate, export, and submit (via e-mail, fax, or mail) a National Reporting System Data Integrity Report from your TOPSpro® Enterprise database for the full 2018–19 PY: July 1, 2018, to June 30, 2019, (Attachment 1).
4. Generate, export, and submit (via e-mail, fax, or mail) a Payment Points Summary Report from your TOPSpro® Enterprise database for the full 2018–19 PY: July 1, 2018, to June 30, 2019, (Attachment 1).
5. Verify all student data is complete and accurate before submitting your end-of-year TOPSpro® Enterprise data.
6. Complete and submit (via e-mail, fax, or mail) the End-of-Year Data Submission Certification Letter (Attachment 2 [Data Submission Certification Letter](#)).
7. Verify, complete, and submit (via mail) the Official Payment Points Certification Letter by **August 1, 2019**. CASAS will e-mail agencies the Official Payment Points Certification Letter once CASAS has received all Data Submission requirements.

Please ensure your agency's submissions reach CASAS on or before **July 15, 2019**. Your agency's primary contact should receive an e-mail confirmation from CASAS for each of these deliverables within one week of the date received. If you do not receive a confirmation for a specific deliverable, it was probably not received by CASAS, and agencies should follow up with CASAS to avoid noncompliance issues.

If you need further assistance, please contact the CASAS California Accountability Program Manager by phone at 800-255-1036 or by email at [capm@casas.org](mailto:capm@casas.org).

Sincerely,

CASAS California Accountability Team