

# WIOA, Title II: AEFLA and CAEP Data Submission Guidelines

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# Overview

## **A. Overview of Data Submission Requirements**

## **B. Data Review**

- a. Prepare Data
- b. National Reporting System (NRS) Data Integrity Report (DIR)
- c. California Adult Education Program (CAEP) Data Integrity Report (DIR)

## **C. Data Submission**

- a. Employment and Earnings Follow-up Survey
- b. Quarterly Data Submission Wizard

## **D. WIOA, Title II Funded Agencies only**

- a. Third Quarter Expenditure Claim Report
- b. Integrated English Literacy and Civics Education Report
- c. Recertification for Citizenship Interview Test
- d. Final COAAP Selections

# Overview of Data Submission Requirements

# WHAT and WHEN deliverables are due?

These reports should include data from  
**July 1, 2022 to March 30, 2023**

Deliverable	Required for WIOA, Title II	Required for CAEP
Third Quarter Data, TOPSpro® Enterprise	Y	Y
Data Integrity Report	Y	Y
Third Quarter Expenditure Claim Report	Y	
Employment and Earnings Follow-up Survey	Y	Y
Integrated English Literacy and Civics Education Report	Y	
Recertification for Citizenship Interview Test	Y	
Final COAAP Selections	Y	

**DUE April 30, 2023**

# HOW to submit the deliverables?

- **Employment and Earnings Follow-up Survey**
  - Complete steps electronically via TE
  - Nothing to send
- **3rd Quarter TOPSpro® Enterprise (TE) Data**
  - Enter data electronically via TE only
  - Nothing to send – Data already hosted on our Online Server
- **3rd Quarter NRS Data Integrity Report (DIR)**
  - Quarterly Data Submission Wizard
- **3rd Quarter Expenditure Claim Report**
  - Complete steps electronically in the OTAN website
- **Integrated English Literacy and Civics Education Report**
  - Complete report on the IELCE website
- **Recertification for Citizenship Interview Test**
  - Complete Recertification Training on the CASAS training website
- **Final COAAP Selections**
  - Select final COAAPs in the CASAS website

# Data Review

# Third Quarter TOPSpro® Enterprise (TE) Data

## Quick Checklist:

- ☐ Review Class Instances
  - ☐ Focus Areas, Special Programs, Distance Learning, etc.
  - ☐ CTE Classes: Add CIP and A/22 Codes
- ☐ Enter/Verify DAILY and UPDATE/Cumulated attendance hours
  - ☐ Verify data. Review if you have hybrid instruction and others switched to all distance education models. Be sure that whatever your agency is currently doing is accurately reflected in TE.
- ☐ Enter/Verify all assessments
  - ☐ If EL Civics funded, additional assessments
- ☐ Student Information
  - ☐ Clean-up Duplicated Students
  - ☐ Obtain all GED ID's or HiSET IDs, if applicable




# National Reporting System (NRS) Data Integrity Report (DIR)

Generate in TE: Reports > Data Management > NRS Data Integrity

The screenshot shows the TE National Reporting System (NRS) Data Integrity Report (DIR) setup interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is logged in as 'Administrator 01' using version '4.0 build 37'. The 'NRS Data Integrity' window is open, showing a 'Report Setup Navigator' on the left with options like 'General Settings', 'Class Definitions', 'Class Instances', 'Student In Program Years', 'Student Records', 'Class Enrollments', 'Program Enrollments', 'Assessment Forms', 'Tests', and 'Report Selection'. The main area is titled '4908 - Rolling Hills Adult School (RHAS)' and contains several sections: 'Session Name' with a text field containing 'NRS Data Integrity on April 10, 2023 at 14:26:45 by administrator1@rhas.org' and a 'Session Comments' text area; 'Common Filters' with 'Program Years' (radio buttons for various date ranges, with 'Current Program Year' selected) and 'Programs' (checkboxes for various programs, with 'Basic Skills (ABE)', 'ESL/ELL', 'High School Diploma', 'HSE', 'Adults w/Disabilities', 'Adults supporting K12 student success', 'Other Program', 'Citizenship', 'Workforce Preparation', and 'ROCP' selected); and 'Date Ranges' with 'Activity date' set to 'N/A' and 'from' and 'to' date pickers.



# NRS Data Integrity Report

<div><div><b>NRS Data Integrity</b> by Agency</div><div>Page 1 of 3 NRSDIR2</div></div>						
04/10/2023 14:28:40						
Agency: 4908 - Rolling Hills Adult School (RHAS)			Program Year: 2022-2023			
Summary Information	Without PoP	2022-2023	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	77	650	573	28	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	75	613	538	26	0	0

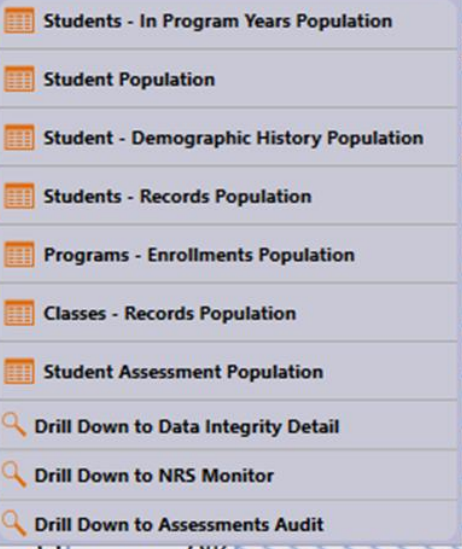
- Summary Information at the top of the report separates item count of eligible students by number of PoPs

***Note:*** If a student has no hours, and also no tests – then that student will qualify for WIOA II, but not officially register for a PoP.

# NRS Data Integrity Report

- The NRS Data Integrity has the same drill down options as NRS Table 4, and a couple DIR specific options as well.

Item	Description	Last PoP or Current Enrollment		PoP 1	
		#	%	#	%
01	Missing Birthdate or outside 16-110	17	0%		
02	Less than 12 Hours of Instruction	1			
02a	Zero or Empty Hours of Instruction				
02b	Total hours between 1-11 hours	1			
03	No Highest Year of School/Degree Earned	1			
03a	No Highest Year of School	1			
03b	No Highest Degree Earned	1			
04	No Gender				
05	No Race/Ethnicity				
06	Total Reported Labor Force Status	5			
06a	Total 'Employed'	2			
06b	Total 'Employed with notice'	23	0%		



- Students - In Program Years Population
- Student Population
- Student - Demographic History Population
- Students - Records Population
- Programs - Enrollments Population
- Classes - Records Population
- Student Assessment Population
- Drill Down to Data Integrity Detail
- Drill Down to NRS Monitor
- Drill Down to Assessments Audit

# NRS Data Integrity Report – Specific Items

Item	Description
01	Missing Birthdate or outside 16-110
02	Less than 12 Hours of Instruction
02a	Zero or Empty Hours of Instruction
02b	Total hours between 1-11 hours
03	No Highest Year of School/Degree Earned
03a	No Highest Year of School
03b	No Highest Degree Earned
04	No Gender
05	No Race/Ethnicity
06	Total Reported Labor Force Status
06a	Total 'Employed'
06b	Total 'Employed with notice'
06c	Total 'Unemployed'
06d	Total 'Not in Labor Force'
06e	Total missing Labor Force Status
08	No valid pretest
09	Valid pretest with no post-test
09x	Valid pretest with no post-test in any area
09a	Valid pretest with no post-test, excluding those who earned HSE/HSD
09ax	Valid pretest with no post-test in any area, excluding those who earned HSE/HSD
09b	No post-test and pretest below ASE High
09bx	Post-test and pretest below ASE High in any area
09c	Valid pretest with no post-test, excluding those with MSG
09cx	Valid pretest with no post-test in any area, excluding those with MSG
10a	Pre-/post-test pair in any area
10b	Pre-/post-test pair in any area, and have not completed a level

- **Items 1-10** include most of the key requirements for federal reporting and drop reasons that prevent students from qualifying.

# NRS Data Integrity Report – Specific Items

- **Items 11-16** detail NRS specific conditions such as criteria for exit and periods of participation.

11a	Achieved Educational Functional Level Gain with pre- and post-testing
11b	Achieved Educational Functional Level Gain with High School credits earned
11c	Achieved Educational Functional Level Gain with Post-Secondary Outcome
12a	Passed HSE
12b	Passed HSE but instructional program not HSE
12c	Passed HSE but Highest Degree Earned is HSE or higher
13a	Earned HS diploma
13b	Earned HS diploma but instructional program not HS diploma
14a	Only One Period of Participation
14b	More than One Period of Participation
14c	Continuous Period of Participation due to Retained in Program
15a	With 90-97 days between Dates of Service
15b	With 83-89 days between Dates of Service
16	Enrolled in Integrated Education and Training (IET)
16a	Enrolled in IET or workplace literacy (VABE/VESL)
16b	Earned IET or workplace literacy MSG

# NRS Data Integrity Report – Specific Items

- **Items 17-22** include items that don't directly contribute to results on NRS tables but represent key state and federal priorities.

17	No Primary Goal
18	No Secondary Goal
19	At least one Barrier to Employment
19a	Multiple Barriers to Employment
19b	No Barriers to Employment
20	Co-enrolled in WIOA Titles I, III, or IV
21	Pretest in any area in the conservative estimate range
22a	Pre-/post-test pair in any area but less than 40 hours of instruction
22b	No pre-/post-test pair but 40+ hours of instruction
22bx	Pre-/post-test pair in any area, with 40+ hours of instruction
22c	No pre-/post-test pair but 70+ hours of instruction
22cx	Pre-/post-test pair in any area with 70+ hours of instruction

# California Adult Education Program (CAEP) Data Integrity Report (DIR)

- Generate in TE: Reports > State Reports > CAEP Data Integrity Report

**TE** View Organization Records Reports Tools Help User: Administrator 01 Version: 4.0 build 38

**CAEP Data Integrity** Pages

Report Setup Navigator 4908 - Rolling Hills Adult School (RHAS) Subsites Generate View Reporting Session (Default) Edit Parameters (Default) More

**General Settings**

- Class Definitions
- Class Personnel
- Class Instances
- Student In Program Years
- Student Records
- Class Enrollments
- Program Enrollments
- Additional Assessments
- Assessment Forms
- Tests
- Report Selection

**Session Name**

Session Name CAEP Data Integrity on April 11, 2023 at 14:44:16 by administrator1@rhas.org

Session Comments

**Common Filters**

**Program Years** ☒ Current Program Year ☐ 7/1/2023 - 6/30/2024 ☐ 7/1/2022 - 6/30/2023 ☐ 7/1/2021 - 6/30/2022 ☐ 7/1/2020 - 6/30/2021 ☐ 7/1/2019 - 6/30/2020 ☐ 7/1/2018 - 6/30/2017

**Programs:**

<input type="radio"/> N/A	<input checked="" type="checkbox"/> High School Diploma	<input checked="" type="checkbox"/> Adults w/Disabilities	<input checked="" type="checkbox"/> Pre-Apprenticeship
<input checked="" type="checkbox"/> Basic Skills (ABE)	<input checked="" type="checkbox"/> HSE	<input checked="" type="checkbox"/> Adults supporting K12 student success	
<input checked="" type="checkbox"/> ESL/ELL	<input checked="" type="checkbox"/> Career and Technical Education (CTE)	<input type="checkbox"/> Other Program	
<input type="checkbox"/> Citizenship	<input checked="" type="checkbox"/> Workforce Preparation	<input type="checkbox"/> ROCP	

**Date Ranges**

Activity date: N/A from: to:

# California Adult Education Program (CAEP) Data Integrity Report (DIR)

- Summary Information indicates the number of students in the Services Section, as well as the number of students enrolled in the 7 CAEP programs.
- CAEP DIR shows CAEP specific items, but works the same as the NRS DIR.

Summary Information	
Students in the Services Section	806
Students not enrolled in the 7 CAEP programs	1
Marked Literacy Gains Outcome but did not have CAEP program	0
Marked HSD/HSE Outcome but did not have CAEP Program	0
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program	0
Marked Employment Outcome but did not have CAEP Program	0
Marked Wages Outcome but did not have CAEP Program	0
Marked Transition Outcome but did not have CAEP Program	0
Students enrolled in the 7 CAEP programs	805
Students Concurrently Enrolled in High School/K12	66
<b>Students eligible for Data Integrity</b>	<b>739</b>

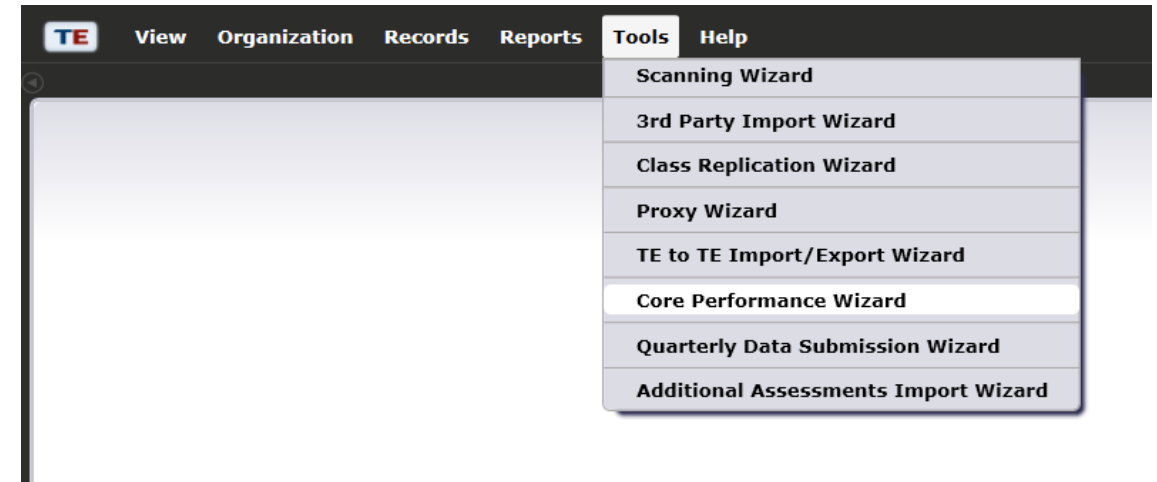
# Data Submission



# Employment and Earnings Follow-up Survey

## To Complete the Requirement:

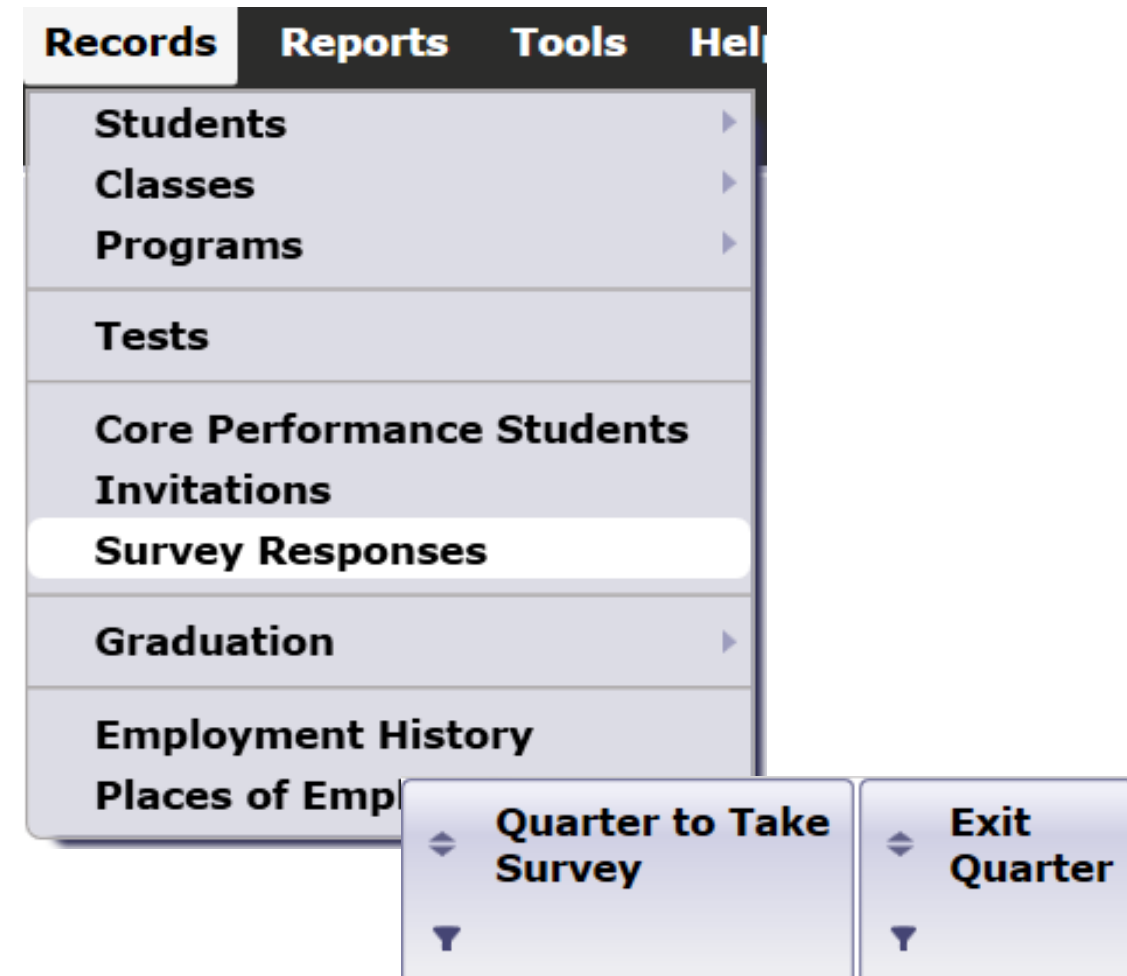
1. Prepare Third Quarter data
2. Save your exit population for **PY 22-23 – Q1** using the Core Performance Wizard under Tools > Core Performance Wizard



# Employment and Earnings Follow-up Survey

3. Send required surveys to students who exited in **PY 2021-22 – Q3** and **PY 2022-23 – Q1**.
4. View and manage current quarter invitations
5. Personally contact students who don't respond

[Employment and Earnings Survey Guidelines for WIOA, Title II and CAEP](#)



# Quarterly Data Submission (QDS) Wizard

Quarterly Data Submission Wizard in TOPSpro Enterprise will submit the following:

## **For California WIOA, Title II: AEFLA:**

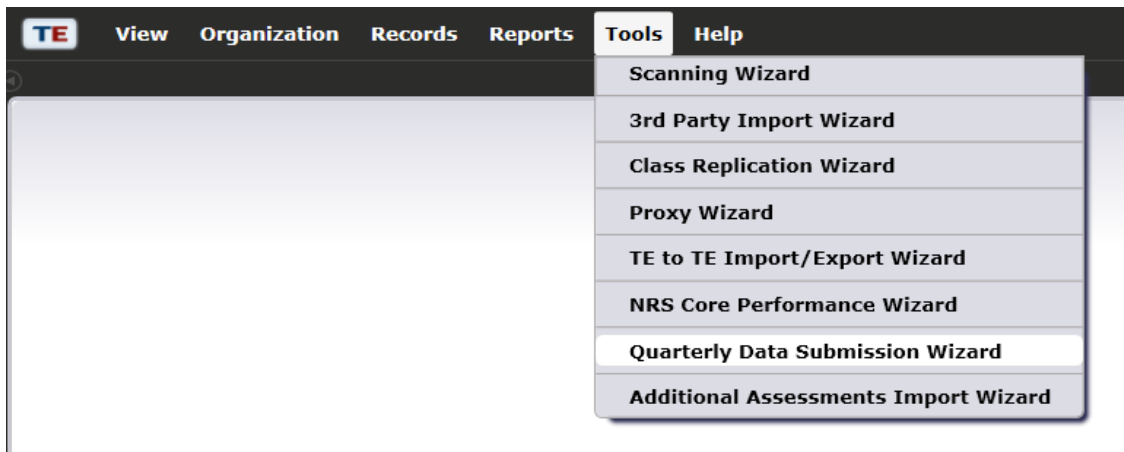
- Quarterly TOPSpro Enterprise Data
- NRS Data Integrity Report

## **For CAEP (California Adult Education Program):**

- Quarterly TOPSpro Enterprise Data
- CAEP Data Integrity Report

[Step-by-Step Quarterly Data Submission Wizard Instructions](#)

# Run Quarterly Data Submission Wizard



1. Prepare your data
  - Finish entering data
  - Generate and review the reports **BEFORE** running the wizard
  - Make any corrections to data
2. Click on **Tools > Quarterly Data Submission Wizard**

# Run QDS Wizard Continued

## 3. Select Program Year, Data Submission Quarter, and Data Submission Purpose

Quarterly Data Submission Wizard

This wizard is designed to assist **California WIOA, Title II: AEFLA** and/or **California Adult Education Block Grant (CAEP)** funded agencies submit their required Quarterly Data Submissions.

For more information please contact CASAS at [techsupport@casas.org](mailto:techsupport@casas.org).

Your agency and its current program year are automatically selected. Click the **Next** button to continue.

*If you are planning to run the End of Year report and your agency has already switched to the new Program Year, please be sure to select the previous Program Year.*

Select Agency: 4908 - Rolling Hills Adult School (RHAS) ▼

Select Program Year: 7/1/2022 - 6/30/2023 ▼

Quarterly Data Submission Wizard

Please select the appropriate quarter given your selected program year, then click the **Next** button to continue.

The current quarter is selected by default, unless you selected the previous program year. If so, then the last quarter is selected by default.

If a quarter is disabled it means data has already been submitted for that quarter.  
In case you want to repeat the submission for the respective quarter you should go to Organization -> Quarterly Data Submissions, edit the record for the quarter and click the Reenable Submission button.

Selected Program Year: 7/1/2022 - 6/30/2023

Select Data Submission Quarter: ☐ 1 ☐ 2 ☒ 3 ☐ 4 (EOY Submission)

Cancel

Quarterly Data Submission Wizard

Please choose the Data Submission Purpose, then click the **Next** button to continue.

You can choose between:

- i. WIOA, Title II,
- ii. CAEP,
- iii. Both.

If a submission purpose is disabled it means data has already been submitted for that purpose.  
In case you want to repeat the submission for the respective purpose you should go to Organization -> Quarterly Data Submissions, edit the record for the quarter and purpose, and click the Reenable Submission button.

Selected Program Year/Quarter: 7/1/2022 - 6/30/2023, Q3

Selected Data Submission Purpose: ☐ WIOA ☐ CAEP ☒ Both

Cancel << Back Next >>

# QDS Reports

## 4. Review the reports generated.

Quarterly Data Submission Wizard

Export Print

04/10/2023 20:37:22

**NRS Data Integrity**

Page 1 of 3  
by Agency NRS DIR2

Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2022-2023

Summary Information		Without PoP	2022-2023	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners		77	650	573	28	0	0
Learners Concurrently Enrolled in High School/K12		2	37	35	2	0	0
Total Learners eligible for WIOA Title II		75	613	538	26	0	0

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	3	0%								
02	Less than 12 Hours of Instruction	240	39%	168	31%	17	65%	0	0%	0	0%
02a	Zero or Empty Hours of Instruction	128	21%	51	9%	15	58%	0	0%	0	0%
02b	Total hours between 1-11 hours	112	18%	117	22%	2	8%	0	0%	0	0%
03	No Highest Year of School/Degree Earned	2	0%								
03a	No Highest Year of School	2	0%								
03b	No Highest Degree Earned	2	0%								
04	No Gender	0	0%								

Cancel << Back Next >>

Quarterly Data Submission Wizard

Export Print

04/10/2023 20:37:33

**CAEP Data Integrity**

Page 1 of 2  
CAEP DI

Program Year: 2022-2023 Member: N/A  
Agency: 4908 - Rolling Hills Adult School (RHAS) Consortium: 28 - Capital Adult Education Regional Consortium

Summary Information		
Students in the Services Section		806
Students not enrolled in the 7 CAEP programs		1
Marked Literacy Gains Outcome but did not have CAEP program		0
Marked HSD/HSE Outcome but did not have CAEP Program		0
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program		0
Marked Employment Outcome but did not have CAEP Program		0
Marked Wages Outcome but did not have CAEP Program		0
Marked Transition Outcome but did not have CAEP Program		0
Students enrolled in the 7 CAEP programs		805
Students Concurrently Enrolled in High School/K12		66
<b>Students eligible for Data Integrity</b>		<b>739</b>

Item Description	Item Count	Item Percent
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Cancel << Back Next >>

# QDS – E&E Follow-up Initiatives

## 5. Provide Feedback on Employment and Earnings Follow-up Initiatives

Quarterly Data Submission Wizard

Select the ways your agency is preparing participants to respond to the Employment and Earnings program surveys to increase survey response rates. This requirement **does not apply** if your data submission is for a Section 225 program.

This checklist contains four areas: **Intake & Exit** (collected on this page) and **Follow-up & Administration** (collected on the next page).

Select at least one option from any of these four areas. If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under "Other Initiatives" (see next page).

☐ Not applicable because this is a Section 225 program

**Intake**

- ☒ Provided "seamless" and "student friendly" intake procedure
- ☒ Emphasized importance of survey and correspondence upon intake
- ☒ Ensured it is easy and comfortable for students to provide SSN and other important personal contact information
- ☒ Collected accurate Student Contact Information – and review, correct, and update it frequently
- ☒ Tracked "at-risk" students with multiple barriers such as "economic migrants"

**Exit**

- ☒ Developed a formal process for student exit similar to intake process
- ☒ Identified exiters and provide "warning" in advance about follow-up communication
- ☒ Communicated with current students about follow up, not just exited students

Cancel << Back Next >>

Quarterly Data Submission Wizard

Select the ways your agency is preparing participants to respond to the Employment and Earnings program surveys to increase survey response rates.

If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under "Other Initiatives".

**Follow-up**

- ☒ Developed an "Alumni Program" for previous students
- ☒ Considered additional emails (and other communication) to provide "reach out" and "warning" to students about follow up
- ☒ Identified optimal days and times to contact students

**Administration**

- ☒ Carefully considered which staff are responsible for follow up and documented plan in local policy
- ☒ Provided more student level incentives for survey responses and SSN
- ☒ Increased students' digital literacy skills
- ☒ Appealed to the local district, school board, or college board to develop policy to allow local collection of students' SSN that follows guidelines such as HIPAA and FERPA
- ☒ Other Initiatives

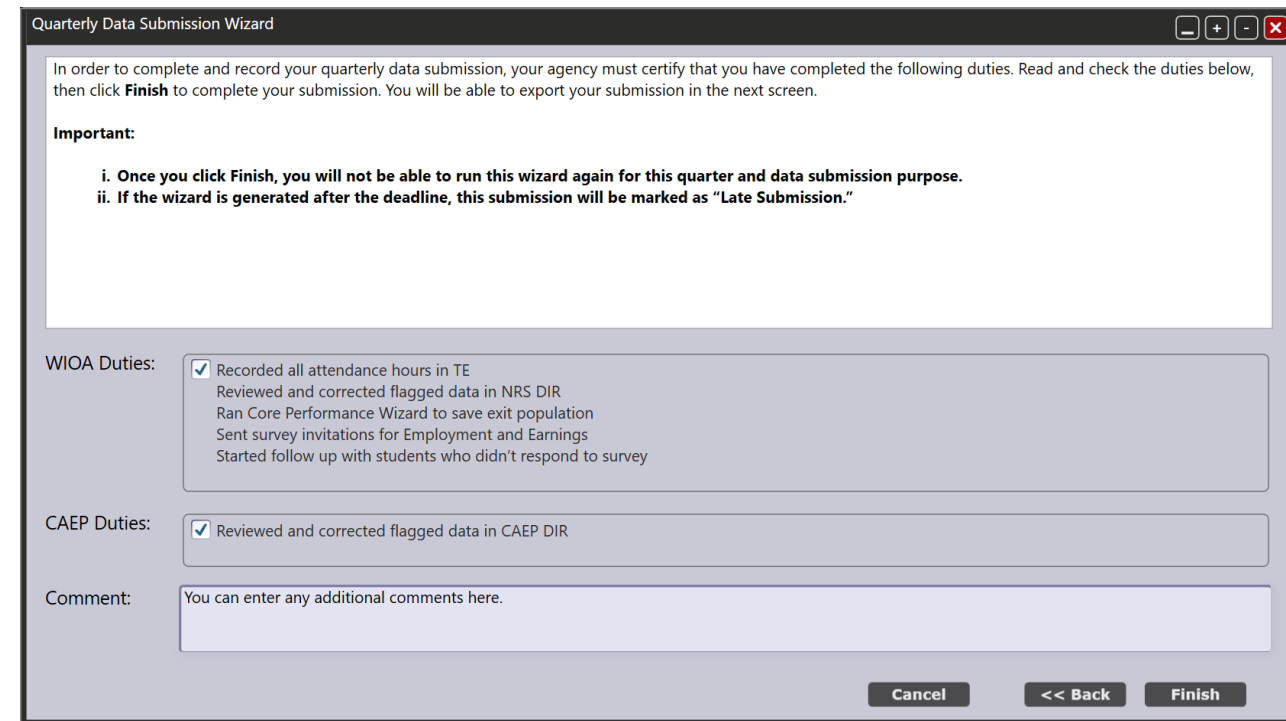
Other Initiatives: Other Initiatives my agency is taking: Are expressed here...

Cancel << Back Next >>

# QDS - Certification

6. Certify that your agency has completed the listed quarterly duties
7. Click **Finish**
8. Export and save submitted reports for your records

**NOTE:** For Quarters 1 through 3, agencies are only allowed to submit one time for each purpose. For End-of-Year submissions, the Wizard will allow agencies to resubmit. Call Tech Support to re-enable EoY Data Submission Wizard



The screenshot shows a window titled "Quarterly Data Submission Wizard". The main text area contains the following instructions: "In order to complete and record your quarterly data submission, your agency must certify that you have completed the following duties. Read and check the duties below, then click **Finish** to complete your submission. You will be able to export your submission in the next screen."

**Important:**

- i. Once you click **Finish**, you will not be able to run this wizard again for this quarter and data submission purpose.
- ii. If the wizard is generated after the deadline, this submission will be marked as "Late Submission."

**WIOA Duties:**

- ☒ Recorded all attendance hours in TE
- Reviewed and corrected flagged data in NRS DIR
- Ran Core Performance Wizard to save exit population
- Sent survey invitations for Employment and Earnings
- Started follow up with students who didn't respond to survey

**CAEP Duties:**

- ☒ Reviewed and corrected flagged data in CAEP DIR

**Comment:**

You can enter any additional comments here.

At the bottom right, there are three buttons: "Cancel", "<< Back", and "Finish".



# Confirm Your Data Submission

- Confirm your Reports have been submitted
  - **Organization > Your Agency > Quarterly Data Submissions** under the left Navigator

The screenshot displays the CASAS web application interface. On the left is a 'Navigator' menu with various options. The main content area is divided into two sections: 'Agency Information' and 'Quarterly Data Submissions'.

**Agency Information:**

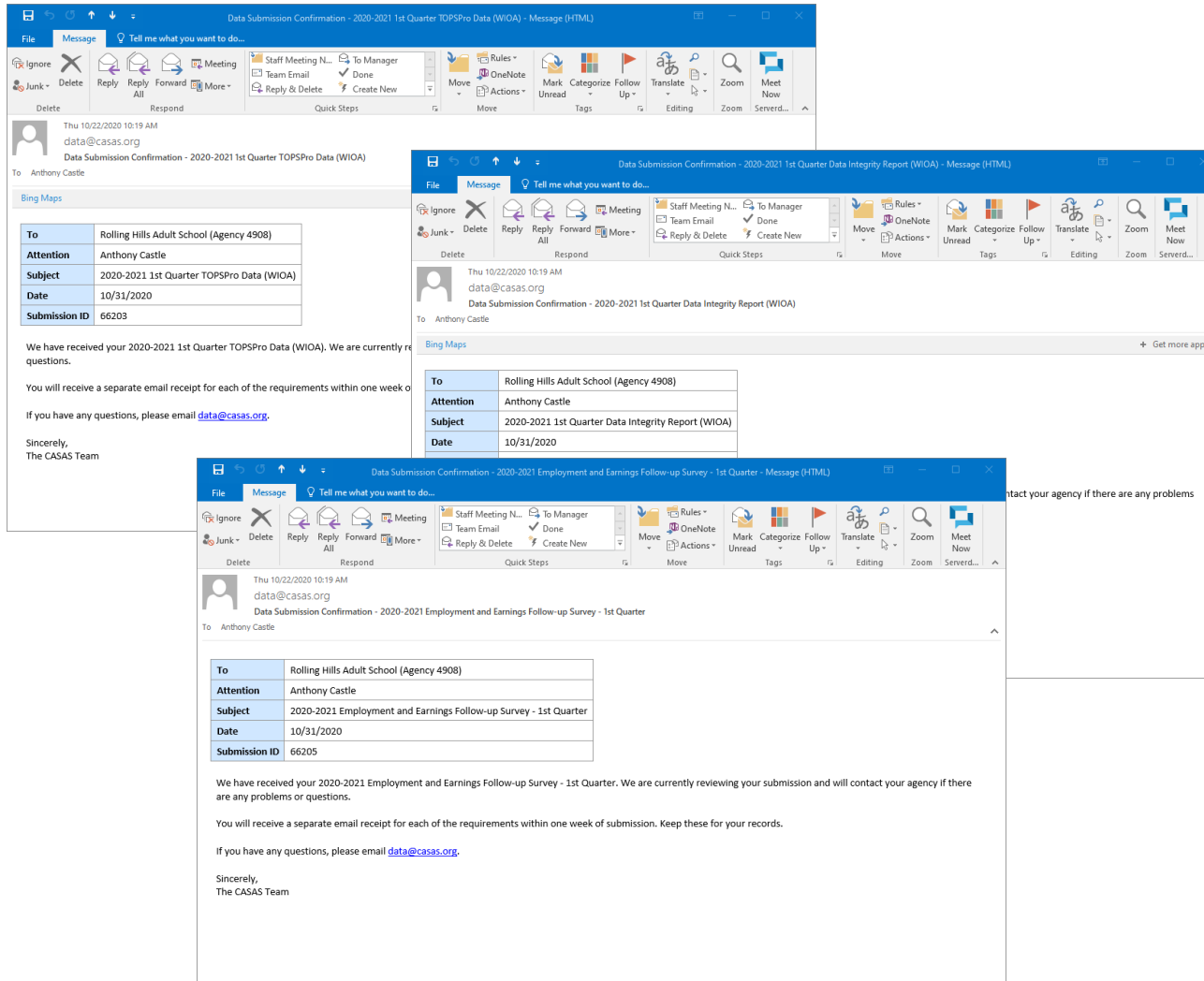
- Agency: 4908 - Rolling Hills Adult School (RHAS)
- License Number: CASAS1
- CDS/Vendor Code: 11-11111-111111
- Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE EL Civics: Civic Participation, Citizenship Preparation; Section 243: 243 Integrated EL Civics (IELCE)
- WTUs Available: 20753

**Quarterly Data Submissions:**

Subsites: 4908 - Rolling Hills Adult School (RHAS)

Program Year	Quarter	Data Submission Purpose	Is Late Submission	Is Reenabled	Last Generation Date	Last Generated By User Account
7/1/2022 - 6/30/2023	22-23 - Q3	CAEP	No	No	4/10/23	administrator1@rhas.org
7/1/2022 - 6/30/2023	22-23 - Q3	WIOA	No	No	4/10/23	administrator1@rhas.org
7/1/2022 - 6/30/2023	22-23 - Q2	CAEP	No	No	1/28/23	
7/1/2022 - 6/30/2023	22-23 - Q2	WIOA	No	No	1/28/23	
7/1/2022 - 6/30/2023	22-23 - Q1	WIOA	No	No	10/29/22	
7/1/2022 - 6/30/2023	22-23 - Q1	CAEP	No	No	10/29/22	

# Data Submission Confirmation Emails



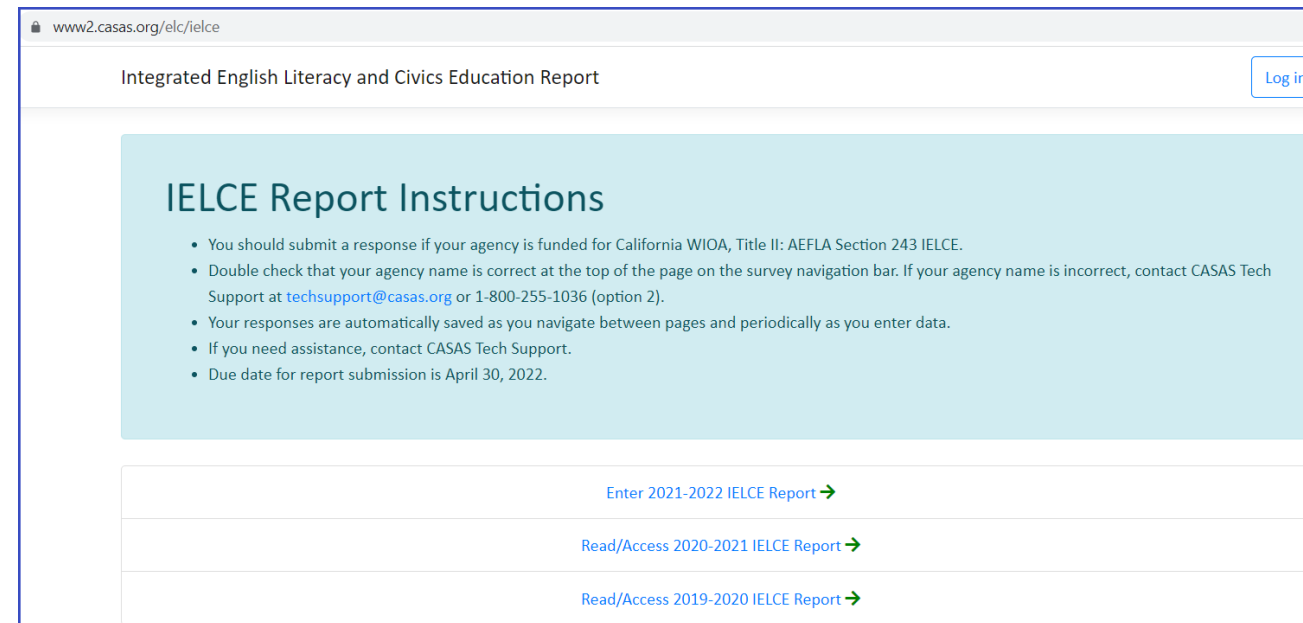
- Your agency's Primary Contact for CASAS will still receive confirmation of your deliverables via email
- If you have changes to your Primary Contact, Online Main Point of Contact, and other staff changes, email [contactinfo@casas.org](mailto:contactinfo@casas.org)

# Integrated English Literacy and Civics Education Report

For WIOA, Title II Funded Agencies only

# Integrated English Literacy and Civics Education (IELCE) Report

- WIOA, Title II – Section 243 funded agencies only
- Review details on the [Integrated English Literacy and Civics Education \(IELCE\) Report](https://www2.casas.org/elc/ielce) website
- Login to the CASAS website is Required
- Contact [capm@casas.org](mailto:capm@casas.org) for questions/issues.



# Third Quarter Expenditure Claim Report

For WIOA, Title II Funded Agencies only

# Third Quarter Expenditure Claim Report

- Complete and submit the claim on the [California Adult Education Online Application and Reporting](#).
- Login and electronic approval required.

# Recertification for Citizenship Interview Test

For WIOA, Title II Funded Agencies only

# Re-certification: Citizenship Interview Test

- For information on the Citizenship Interview Test, visit the [Citizenship webpage](#).

## Citizenship

Are your students prepared for the citizenship process and the US Citizenship and Immigration Services (USCIS) interview? These CASAS assessments help you answer that question.

- The [Citizenship Interview Test \(CIT\)](#) is a one-on-one oral test that simulates the English-language interview with a USCIS examiner. Students can gain self-confidence in their speaking and listening abilities. **Visit the [Remote Testing for California](#) webpage.**
- The [Reading for Citizenship](#) test series motivates beginning readers to improve their citizenship-focused reading abilities. Your students need to go into their interview ready to prove they can read basic English.
- The [Government and History for Citizenship](#) tests reveal how much students know about how the USA functions. Citizenship applicants must demonstrate a solid knowledge of US "civics" to complete the citizenship process.





# California CASAS Citizenship Preparation Support

- Did you know that we have a [YouTube Channel that provides Citizenship Preparation Support to all California WIOA-II Funded Agencies](#)? Visit and subscribe for the latest news on Citizenship programs.



# Final COAAP Selections

For WIOA, Title II Funded Agencies only

# Final English Literacy and Civic Objective and Additional Assessment Selections

- **April 30** is the final day to select additional COAAPs from the [CASAS website](#).

[Home](#) > [Training and Support](#) > [CASAS Peer Communities](#) > [California Adult Education Accountability and Assessment](#) > [California EL Civics](#) > California Civic Participation and IELCE

[California Remote Testing](#)

[EL Civics Exchange](#)

[California Integrated English Literacy and Civics Education Report](#)

[California Citizenship Preparation](#)

[California Civic Participation and IELCE](#)

[California WIOA, Title II: AEFLA/EL Civics Program Specialist and CDE Regional Consultant Contact Information](#)

[EL Civics Support Channel](#)

[Citizenship Preparation Support Channel](#)

## California Civic Participation and IELCE

### Civic Objectives and Additional Assessment Plans

- [Pre-approved Additional Assessment Plan List](#)
- [Select Civic Objectives & Additional Assessment Plans \(COAAPs\)](#)
- [Your Agency's civic objectives and AAP selections / Download COAAPs](#)
- [COAAPs Selected by California Agencies](#)

### EL Civics COAAPs Development

File	Type	Size	Download
Revisions to COAAPs 2022-2023 4-4-23	PDF	225.41 KB	<a href="#">Download</a>
Pre-Approved Civic Objectives List 2022-23 4-4-23	PDF	752.24 KB	<a href="#">Download</a>
EL Civics Civic Objectives 231 and 243 Funding Immigrant Integration Goal Area Correlation 02-		217.17	



# Final COAAP Selection - Download

- You can download the COAAPs in TE at a later point, no later than June 30. How to access in TE: Tools > Additional Assessments Import Wizard.



# Questions?

# Important Links

- **Accountability Requirements and Data Submission Information:**  
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/cde-beginning-and-end-of-year-letters-for-accountability-requirements>
- **All things Employment and Earnings Follow-up Survey:**  
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey>
- **Statewide and Regional Network Meetings**  
<https://www.caadultedtraining.org>

# CASAS Resources

## CASAS Technology Support Team

- Phone: 1-800-255-1036, Option 2
- Email: [techsupport@casas.org](mailto:techsupport@casas.org)
- Hours: Monday-Friday, 6:00 am to 5:00 pm

## Other Resources:

- [capm@casas.org](mailto:capm@casas.org) – Questions about your WIOA, Title II deliverables/reports
- [caep@casas.org](mailto:caep@casas.org) – Questions about your CAEP deliverables/reports
- [elcivics@casas.org](mailto:elcivics@casas.org) – Questions about COAAPs
- [cit@casas.org](mailto:cit@casas.org) – Questions about Citizenship

# THANK YOU FOR PARTICIPATING

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Tech Support | Trainer

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