



Comprehensive Adult Student Assessment Systems

# WIOA, Title II: AEFLA Data Submission Guidelines

**Presented by:**

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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. Data Submission

- a. Employment and Earnings Follow-up Survey
- b. Quarterly Data Submission Wizard
- c. Third Quarter Expenditure Claim Report

# Overview of Data Submission Requirements

# WHAT deliverables are due? WHEN are they due?

These reports should include data from **July 1, 2021 to March 30, 2022**:

- ✓ 3<sup>rd</sup> Quarter TOPSpro® Enterprise (TE) Data
- ✓ 3<sup>rd</sup> Quarter NRS Data Integrity Report (DIR)
- ✓ Employment and Earnings Follow Up Survey
- ✓ WIOA, Title II: AEFLA Continuous Improvement Plan (CIP)
- ✓ Integrated English Literacy and Civics Reports
- ✓ 3<sup>rd</sup> Quarter April Expenditure Claim Report
- ✓ Recertification for Citizenship Interview Test

**DUE April 30, 2022**

# HOW to submit the deliverables?

## Employment and Earnings Follow-up Survey

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- Complete steps electronically via TE
- Nothing to send

## 3<sup>rd</sup> Quarter TOPSpro® Enterprise (TE) Data

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- Enter data electronically via TE only
- Nothing to send – Data already hosted on our Online Server

## 3<sup>rd</sup> Quarter NRS Data Integrity Report (DIR)

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- Quarterly Data Submission Wizard

# 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. COVID closures affected agencies differently - some switched to hybrid instruction and others switched to all distance education models. Be sure 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 displays the TE (Training Evaluation) software interface for generating an NRS Data Integrity report. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator 12' and the version is '4.0 build 25'. The main content area is titled 'NRS Data Integrity' and includes 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 divided into sections: 'Session Name' with a text input field containing 'NRS Data Integrity on March 24, 2022 at 10:38:03 by administrator12@rhas.org'; 'Common Filters' with radio buttons for 'Program Years' (Current Program Year, 7/1/2021 - 6/30/2022, 7/1/2020 - 6/30/2021, 7/1/2019 - 6/30/2020, 7/1/2018 - 6/30/2019, 7/1/2017 - 6/30/2018, 7/1/2016 - 6/30/2015) and checkboxes for 'Programs' (N/A, High School Diploma, Adults w/Disabilities, Pre-Apprenticeship, Basic Skills (ABE), HSE, Adults supporting K12 student success, ESL/ELL, Career and Technical Education (CTE), Other Program, Citizenship, Workforce Preparation, ROCP); and 'Date Ranges' with a dropdown for 'Activity date' (N/A) and 'from' and 'to' date pickers.



# NRS Data Integrity Report

CASAS						
03/24/2022 10:40:57		NRS Data Integrity by Agency			Page 1 of 3 NRSDIR2	
Agency: 4908 - Rolling Hills Adult School (RHAS)			Program Year: 2021-2022			
Summary Information	Without PoP	2021-2022	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	76	649	573	28	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	74	612	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

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

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

# NRS Data Integrity Report – Specific Items

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

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

# Data Submission

# Employment and Earnings Follow-up Survey

## To Complete the Requirement:

- 1) Prepare Third Quarter data
- 2) Save **PY 21-22 – Q1** exit population using the NRS Core Performance Wizard



Selected Program Year: 7/1/2021 - 6/30/2022

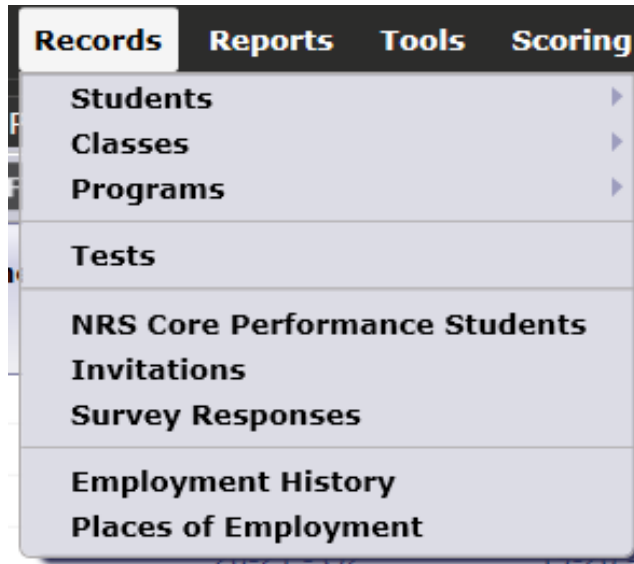
Selected Exit Quarter:  1  2  3  4



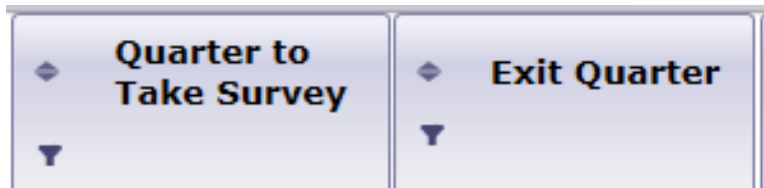
Selected Program Year: 7/1/2021 - 6/30/2022

Selected Exit Quarter:  1  2  3  4

# Employment and Earnings Follow-up Survey



- 3) Send required surveys to students who exited in PY 2020-21 – Q3 or PY 2021-22 – Q1.
- 4) View and manage current quarter invitations
- 5) Personally contact students who don't respond



Updated guidelines can be found in the link below:  
[https://www.casas.org/docs/default-source/training-materials/employment-and-earnings-schedule-for-qtr-3-py-21-22.pdf?sfvrsn=a19e305a\\_6?Status=Master](https://www.casas.org/docs/default-source/training-materials/employment-and-earnings-schedule-for-qtr-3-py-21-22.pdf?sfvrsn=a19e305a_6?Status=Master)



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

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

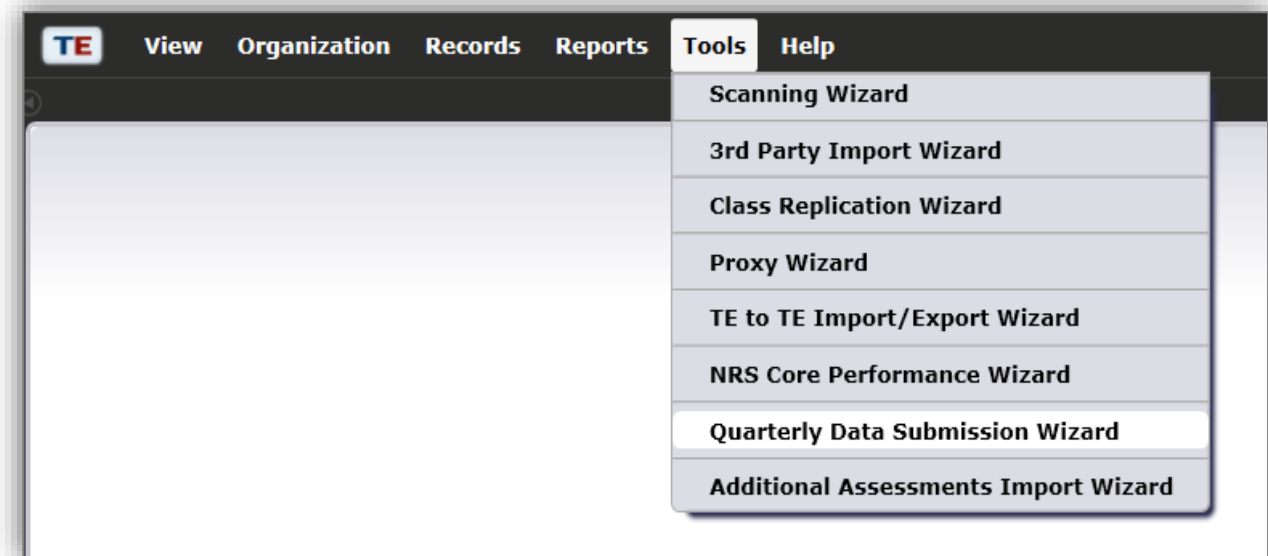
- Quarterly TOPSpro Enterprise Data
- CAEP DIR

Step-by-Step Quarterly Data Submission Wizard Instructions:

[https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions\\_sept2020.pdf?sfvrsn=885325a\\_2?Status=Master](https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions_sept2020.pdf?sfvrsn=885325a_2?Status=Master)

# Quarterly Data Submission (QDS) 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**



# Quarterly Data Submission (QDS) Wizard

## 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: 7/1/2021 - 6/30/2022

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 Submission and click the Reenable Submission button.

Selected Program Year: 7/1/2021 - 6/30/2022

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

Cancel << Back

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

Selected Program Year/Quarter: 7/1/2021 6/30/2022 Q1

Selected Data Submission Purpose:  WIOA  CAEP  Both

Cancel << Back Next >>

# Quarterly Data Submission (QDS) Wizard

4. Certify that your agency has completed the listed quarterly duties

5. Click **Finish**

6. **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

Quarterly Data Submission Wizard

Export Print

**NRS Data Integrity**

10/22/2020 10:47:49 Page 1 of 2  
NRSDIR2

Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2020-2021

Summary Information	Without PoP	2020-2021	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	528	5,658	5,130	136	2	0
Learners Concurrently Enrolled in High School/K12	0	2	2	0	0	0
Total Learners eligible for WIOA Title II	528	5,656	5,128	136	2	0

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	16	0%								
02	Less than 12 Hours of Instruction	1,888	33%	1,356	26%	51	38%	0	0%	0	0%
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'										

Quarterly Data Submission Wizard

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:**

- Once you click **Finish**, you will not be able to run this wizard again for this quarter and data submission purpose.
- If the wizard is generated after the deadline, this submission will be marked as "Late Submission."
- CASAS will return an official verified Payment Points Summary Report to your agency based on the data submitted. Your agency will have the opportunity to compare the official Payment Points Summary Report produced by the CASAS to the report produced internally. If discrepancies exist, your agency will have the opportunity to contact the CASAS as well as your California Department of Education Regional Consultant to resolve disputes during this time period.

WIOA Duties:

- Completed Adult Education Personnel, Teachers' Years of Experience, and Teacher Certification tables
- National Reporting System (NRS) Data Integrity Report
- Payment Points Summary Report
- 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.

Comment:

Cancel << Back Finish

# Confirm Your Data Submission

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

**Agency Information**

Agency: 4908 - Rolling Hills Adult School (RHAS) License Number: CASAS1

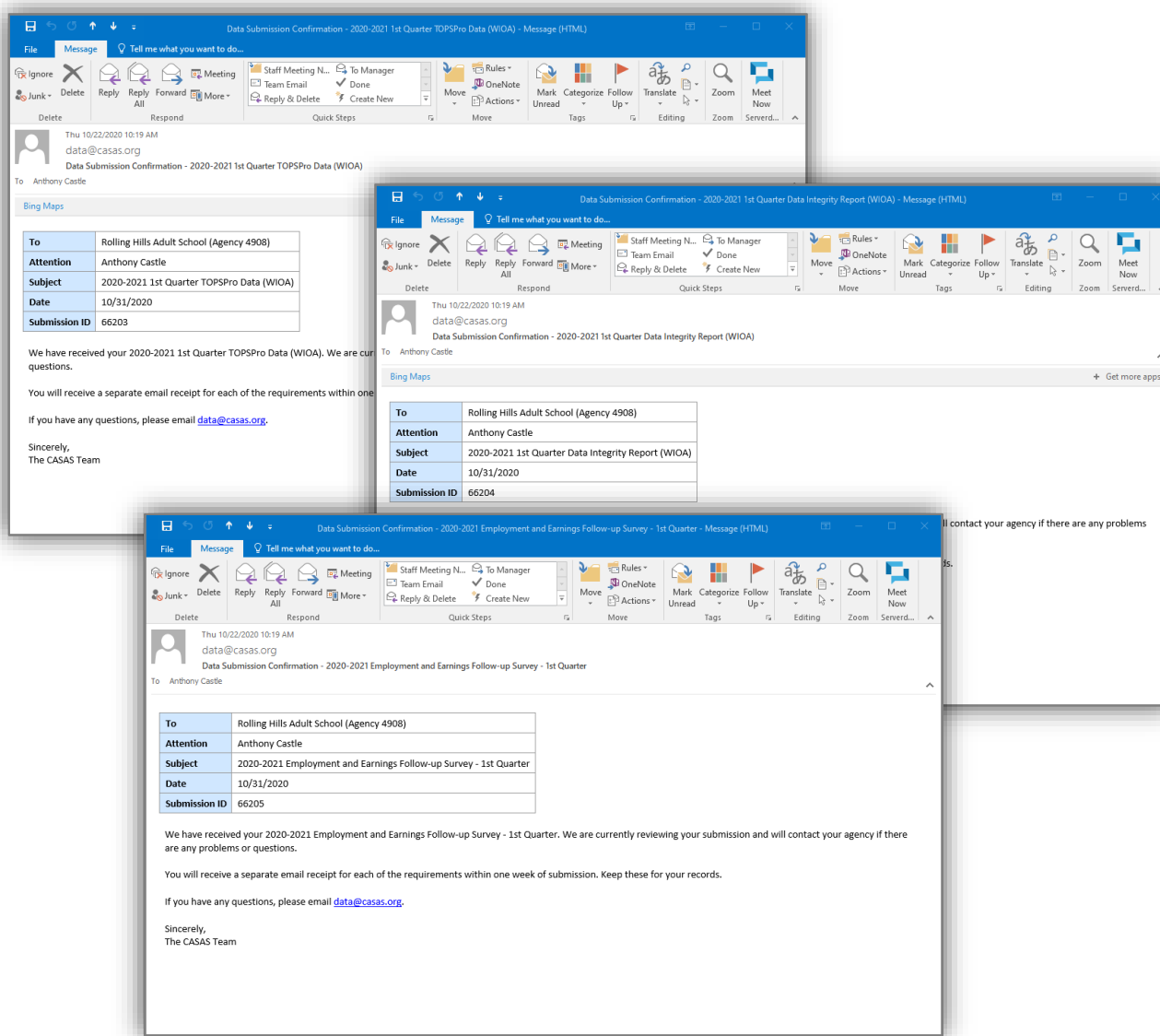
CDS/Vendor Code: 11-11111-111111 Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE  
EL Civics: Civic Participation, Citizenship Preparation  
Section 243: 243 Integrated EL Civics (IELCE)

WTUs Available: 20723

**Quarterly Data Submissions**

Program Year	Quarter	Data Submission Purpose	Is Late Submission	Is Reenabled	Last Generation Date	Last Generated By User Account	
7/1/2021 - 6/30/2022	21-22 - Q2	WIOA	No	No	1/28/22	EAlonso@rhas.edu	Coo
7/1/2021 - 6/30/2022	21-22 - Q2	CAEP	No	No	1/28/22	EAlonso@rhas.edu	Coo
7/1/2021 - 6/30/2022	21-22 - Q1	CAEP	No	No	10/29/21	EAlonso@rhas.edu	Coo
7/1/2021 - 6/30/2022	21-22 - Q1	WIOA	No	No	10/29/21	EAlonso@rhas.edu	Coo

# Data Submission Confirmation Emails



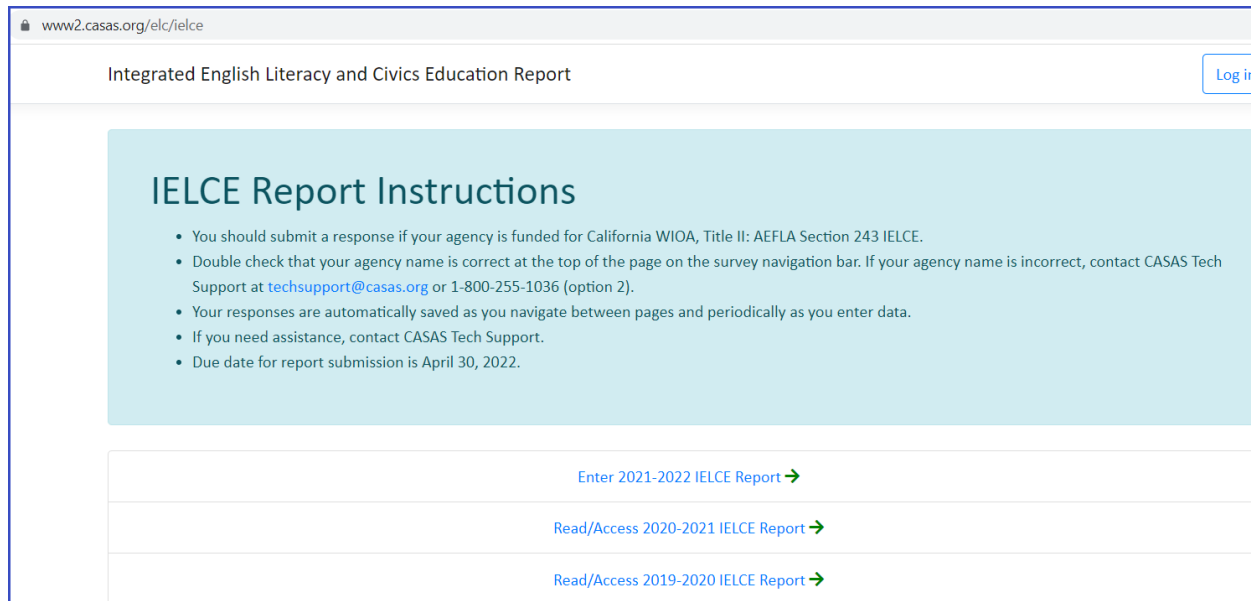
- Your agency’s Primary Contact for CASAS will still receive confirmation of your deliverables via email
- If you have changes to your Primary Contact, Online Main Point of Contact, and other staff changes, email [contactinfo@casas.org](mailto:contactinfo@casas.org)

# Integrated English Literacy and Civics Education

# Integrated English Literacy and Civics Education (IELCE) Report

- Integrated English Literacy and Civics Education ([IELCE](https://www2.casas.org/elc/ielce)) Report Summary of Content
- Login to the CASAS website is Required:

<https://www2.casas.org/elc/ielce>





# April Expenditure Claim Report

# April Expenditure Claim Report

- April Expenditure Claim Report –DUE: **April 30, 2022**
- Download it or complete online:  
<https://caadultedreporting.org/adulted/>
- Signature required
- For assistance, contact <http://www.otan.us>

# Recertification for Citizenship Interview Test

# Re-certification: Citizenship Interview Test

- <https://www.casas.org/product-overviews/assessments/citizenship>

## 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

- <https://www.youtube.com/channel/UCw4L0nppO1lovFlKyvp-xbQ>



# Questions?

# Important Links

- **WIOA, Title II: AEFLA Grant Information 2021-22:**  
<https://www.cde.ca.gov/sp/ae/fg/wioa21.asp>
- **Employment and Earnings Follow-up Survey Information:**  
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey>
- **Quarterly Data Submission Wizard Instructions:**  
[https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions-september-2020.pdf?sfvrsn=885325a\\_4?Status=Master](https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions-september-2020.pdf?sfvrsn=885325a_4?Status=Master)
- **Statewide and Regional Network Meetings**  
<https://www.caadulthoodtraining.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 Deliverables/reports
- [data@casas.org](mailto:data@casas.org) – Questions about the status of your data
- [elcivics@casas.org](mailto:elcivics@casas.org) – Questions about COAAPs
- [cit@casas.org](mailto:cit@casas.org) – Questions about Citizenship



# THANK YOU FOR PARTICIPATING

**Martha Perez**

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*Be CASAS Connected*  
Use #AdultEdu and #CASAScommunity to connect.



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[CASASAssessment](https://www.youtube.com/CASASAssessment)

[www.casas.org](http://www.casas.org)

[casas@casas.org](mailto:casas@casas.org)

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