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. Payment Points Summary Report
   d. End of Year Certification Letter
C. **Data Submission**
   a. Employment and Earnings Follow-up Survey
   b. Adult Education and Personnel Information
   c. Quarterly Data Submission Wizard
   d. Final Expenditure

Overview of Data Submission Requirements

WHAT deliverables are due?
WHEN are they due?

These reports should include data from **July 1, 2020 to June 30, 2021**:

- ✓EoY TOPSpro® Enterprise (TE) Data
- ✓EoY NRS Data Integrity Report (DIR)
- ✓Adult Education Personnel Information
- ✓End of Year Certification Letter
- ✓Employment and Earnings Follow Up Survey
- ✓Final Expenditure Claim Report –**By August 1, 2021**

DUE July 15, 2021

HOW to submit the deliverables?

Employment and Earnings Follow-up Survey

- Complete steps electronically via TE
- Nothing to send

EoY TOPSpro® Enterprise (TE) Data

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

–EoY NRS Data Integrity Report (DIR)
–Payment Points Report
– End of Year Certification Letter

- Quarterly Data Submission Wizard

Adult Education Personnel Information

- Enter the Adult Education staff, certifications and years of experience for teachers under WIOA, Title II

Data Review

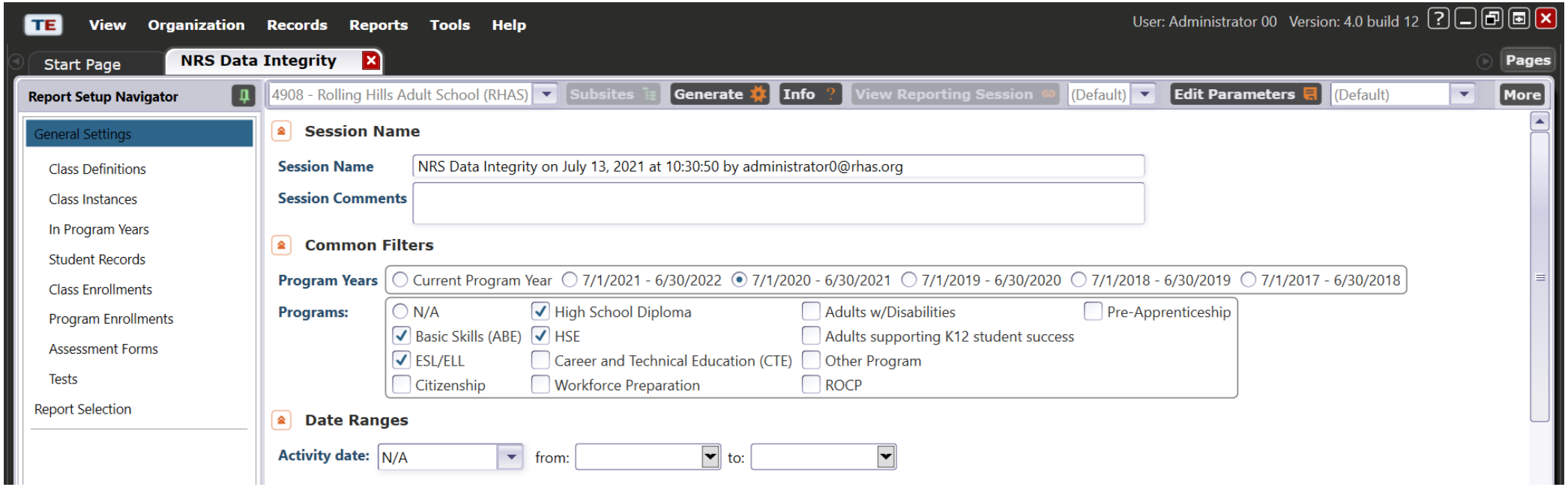
First Quarter TOPSpro® Enterprise (TE) Data

Quick Checklist:

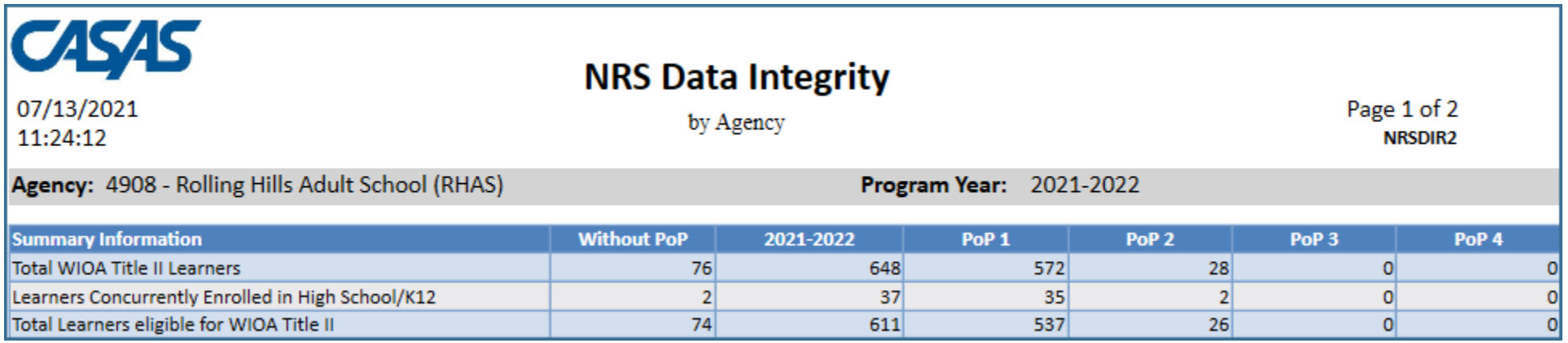
- ❑ Review Class Instances
  - ❑ Focus Areas, Special Programs, Distance Learning, etc.
- ❑ Enter/Verify DAILY and UPDATE/Cumulated attendance hours
  - ❑ Verify data since COVID is being recorded as Distance Learning minutes
- ❑ Enter/Verify all assessments
  - ❑ If EL Civics funded, additional assessments
- ❑ 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**



NRS Data Integrity Report



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NRS Data Integrity
by Agency

Page 1 of 2
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	648	572	28	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	74	611	537	26	0	0

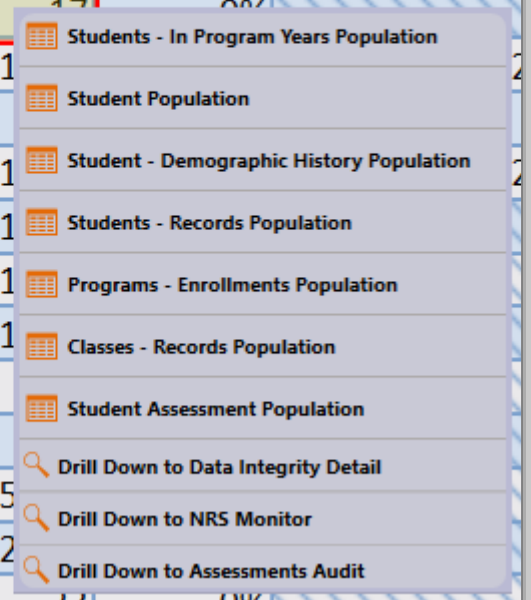
- Summary Information at the top of the report separates item count of eligible students by number of PoPs

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 #	Last PoP or Current Enrollment %	PoP 1 #	PoP 1 %
01	Missing Birthdate or outside 16-110				
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%		



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.

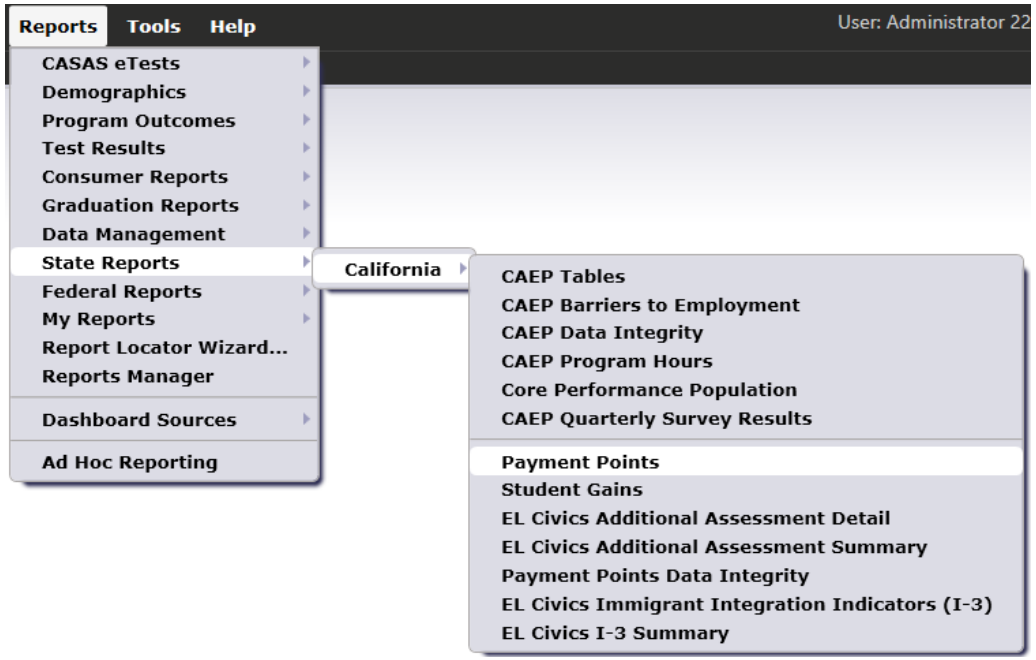
NRS Data Integrity Report – Specific Items

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.

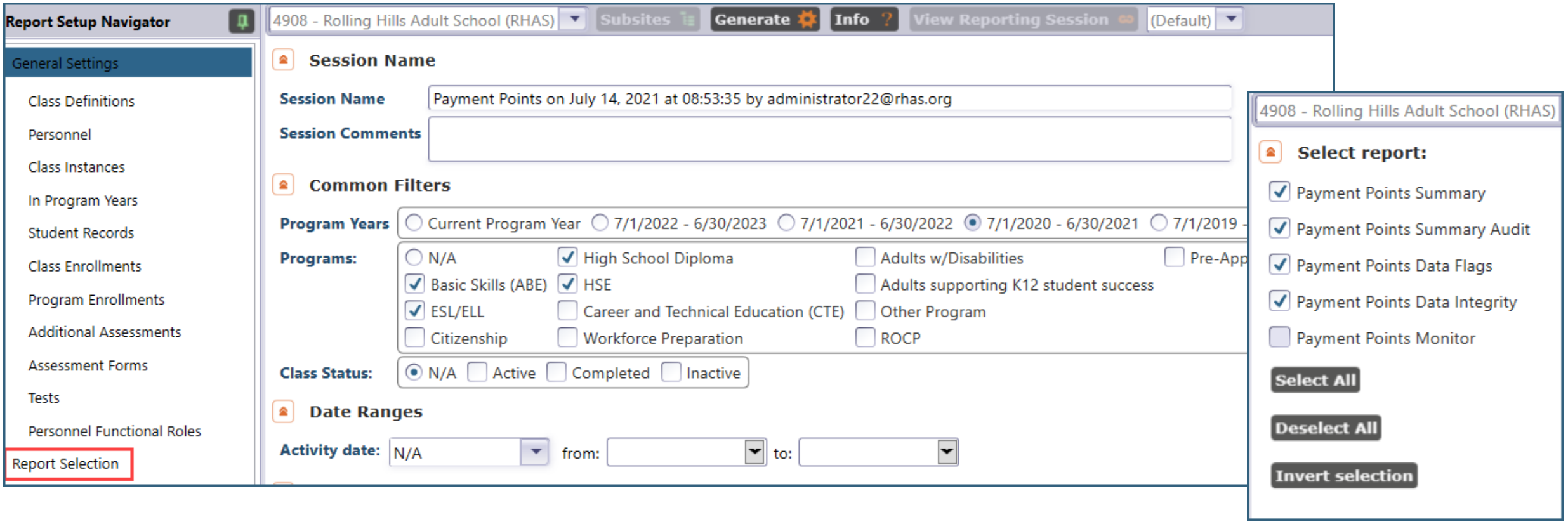
Payment Points Summary Report

- Generate in TE: **Reports > State Reports > California > Payment Points**



Payment Points Summary Report

- Select appropriate Program Year: **2020-2021**
- Recommended: Run the **Payment Points Monitor Report**



Payment Points Summary Report

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Payment Points Summary

Page 1 of 2
PPSR17

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

Funding: ☐ 225 Funding ☑ 231 Funding ☑ Civic Participation ☑ Citizenship Preparation ☐ 243 IELCE

Funding	Program/ Focus Areas	Total # of Enrollees Overall	Total # of Enrollees Overall with paired scores	Payment Points																Total PP
				Completed NRS Educational Level		Received a HSE Certificate		Received a High School Diploma		Passed Citizenship Interview Test		Passed Government & History Test		AA 1		AA 2		AA 3		
				N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
225/231	Basic Skills (ABE)	10	5	2	20.0	0	0.0	0	0.0											2
	ESL	449	205	115	25.6	0	0.0	0	0.0											115
	Adult Secondary Education	177	69	71	40.1	1	0.6	58	32.8											130
EL Civics (231)	Civic Participation	129	129											104	80.6	0	0.0	0	0.0	104
	Citizenship Preparation	11	11							1	9.1	11	100							12
EL Civics (243)	Integrated EL Civics (IELCE)																			
	IELCE with IET																			
Totals:		**776**	**419**	**188**	**24.2**	**1**	**0.1**	**58**	**7.5**	**1**	**0.1**	**11**	**1.4**	**104**	**13.4**	**0**	**0.0**	**0**	**0.0**	**363**

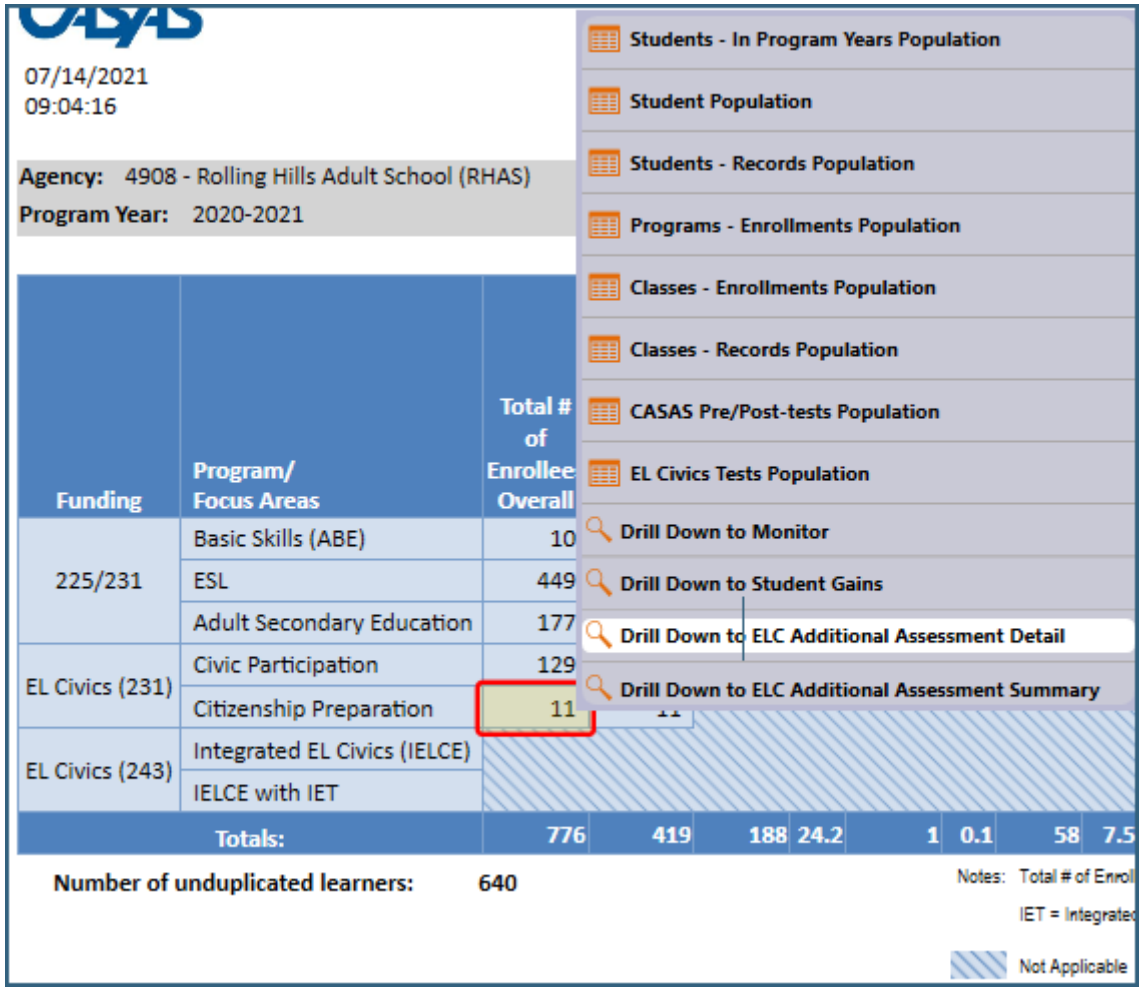
Number of unduplicated learners: 640

Notes: Total # of Enrollees Overall is a duplicated count of students across programs.
IET = Integrated Education and Training

Not Applicable

Payment Points Summary Report

- Drill Down features: Hover mouse over cell or Right-click on highlighted cell



Payment Points Monitor Report

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Payment Points Monitor

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

DR	FA	Student		Instructional Program	Completed	HSE	HS	G & H	CIT	AA 1	AA 2	AA 3	243 AA 1	243 AA 2	243 AA 3	Benchmarking Tests								Instr. Hours		
																Pretest				Post-test							
																Form	Score	Level	Site - Class	Form	Score	Level	Site - Class	Gain	U	T	D
15b	1	Acasio, Anayetzi Thi Kim	7314776	ESL/ELL						•						081R	193	ESL 3	N/A						60	0	0
02	1	Barrios, Josefina Liezht	7122444	ESL/ELL				•																	2	0	0
15b	1	Calahorrano, Tania Marlene	7306459	ESL/ELL						•						081R	184	ESL 2	N/A						60	0	0
15b	1	Castro, De-Andre	7274803	ESL/ELL						•						983L	207	ESL 4	N/A						39	0	0
15b	1	Chevez, Eric Carlo	7146411	ESL/ELL						•						081RX	188	ESL 2	N/A						57	0	0
15b	1	Dunn, Lucia Maria	7203898	ESL/ELL						•						083R	205	ESL 4	N/A						36	0	0
15b	1	Enriquz, Pearl Arellano	1664498	ESL/ELL						•						983L	199	ESL 3	N/A						42	0	0
15b	1	Fletes Cortez, Giovanna Neli	7187952	ESL/ELL						•						981L	190	ESL 3	N/A						36	0	0
15b	1	Fuimaono, Naqibullah Felipe	7314761	ESL/ELL						•						083R	195	ESL 3	N/A						60	0	0
15b	1	Gazcon, Johanna Margarita	1668155	ESL/ELL						•						983L	202	ESL 4	N/A						36	0	0
02	4	Gerbautz, Corbette Lee	7151450	High School Diploma	•											905R	238	ABE 4	N/A	907R	240	ABE L5	N/A	2	9	0	0
15b	1	Gohar, Lauro Arthur	7312826	ESL/ELL						•						981L	207	ESL 4	N/A						36	0	0
09	1	Horton, Youssef Ferreira	7274746	ESL/ELL						•						185R	238	ABE L5	N/A						30	0	0
15b	1	Hozee, Ana	7211477	ESL/ELL						•						027R	196	ESL 3	N/A						45	0	0
15b	1	Ibarra, Wajeha C.	1670414	ESL/ELL						•						981L	189	ESL 2	N/A						90	0	0
15b	1	Jauregui, Areli Adriana	3433322	ESL/ELL						•						036M	216	ESL 5	N/A						206	0	0
15b	1	Lizarraga, Cristian Valle	1664553	ESL/ELL						•						082RX	208	ESL 4	N/A						42	0	0
15b	1	Lobato, Perfecto Felipe	7257842	ESL/ELL						•						985L	218	ESL 5	N/A						38	0	0
15b	1	Martinez Solorio, Jovanny Monares	2132138	ESL/ELL						•						081RX	216	ESL 5	N/A						36	0	0

Payment Points Monitor Report

CASAS

Payment Points Monitor

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PPM17

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

DR	FA	Student		Instructional Program	Completed	HSE	HS	G & H	CIT	AA 1	AA 2	AA 3	243 AA 1	243 AA 2	243 AA 3	Benchmarking Tests: Pretest Form	Pretest Score	Pretest Level	Pretest Site - Class	Post-test Form	Post-test Score	Post-test Level	Post-test Site - Class	Gain	Instr. Hours U	Instr. Hours T	Instr. Hours D
15b	1	Rashan, Rozagh Leeann	6571389	ESL/ELL						*						082RX	206	ESL 4	N/A						114	0	0
15b	1	Riley, Maria Rene	1666294	ESL/ELL						*						081RX	194	ESL 3	N/A						96	0	0
15a	1	Rodriguez, Sharon Abigail	1665563	ESL/ELL				*								986L	214	ESL 5	N/A						53	0	0
06	1	Ruthel, Roy Jewel	1665553	ESL/ELL						*															117	0	0
15b	1	Sandhu, Mawng Qayoom	7252721	ESL/ELL						*						981L	186	ESL 2	N/A						96	0	0
15b	1	Sarmiento, Mikeala "kayla" Celeste	7280094	ESL/ELL						*						981L	178	ESL 1	N/A						20	0	0
15b	1	Sierra, Brisia Yvonne	1666265	ESL/ELL						*						981L	182	ESL 2	N/A						66	0	0
		Total learners in this group:	34																								

Notes: Asterisks denote potential payment points not awarded due to not fulfilling a specific NRS criteria.
Underlined Pretest Level marks that self-declared Instructional Level overrides test level.

Drop Reasons Legend:

01	Missing birthdate or age outside of 16-110	06	No accurate placement test or self-reported ASE High level	17	EL Civics student in non-ESL program
02	Less than 12 hours of instruction	09	ESL Learner pretest score at ASE educational functioning level	18	Unfunded Payment Point
03	Concurrently enrolled in High School/K12	15a	Incomplete EL Civics Outcome datasets	19	AA passed and highest test score below 180
04	No Gender	15b	Incomplete Civic Participation Outcome dataset	15d	Incomplete IELCE Outcome dataset
05	No Ethnicity/race	15c	Incomplete Citizenship Preparation Outcome dataset		

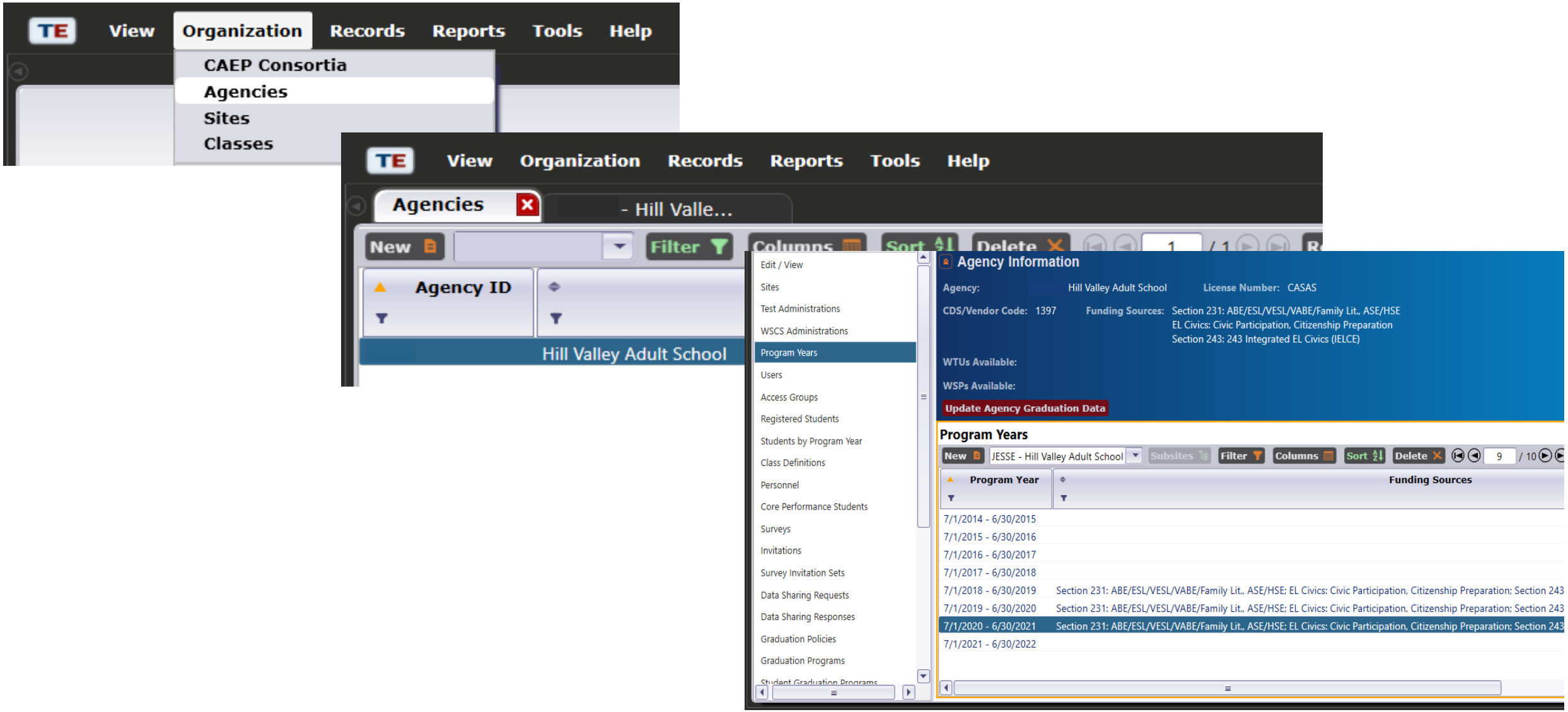
DR = Drop Reason
FA = Focus Area
U = Update hours
T = Test hours
D = Daily hours

Focus Area
0 = No Focus
1 = ABE/ESL
4 = Adult Secondary Education
5 = Civic Participation
6 = Citizenship Preparation

Data Flags
C1 = Passed HSE and earned HSE PP but did not complete a level
C2 = Earned HS diploma PP but did not complete a level
C4 = EFL placement in ASE High but did not earn HS diploma or HSE
G2 = Passed HSE but no enrollment in "High School Diploma" or HSE
G4 = Passed HSE but Highest Degree Earned is HSE or higher
G5 = Mismatch between GED completion date and selected GED test
H2 = Earned HS diploma but no enrollment in "High School Diploma"
H3 = Earned HS diploma but Highest Degree Earned is HS diploma or higher
H4 = Earned HS diploma but not in ASE High

Data Submission

Adult Education Personnel Information



Adult Education Personnel Information

Adult Education Personnel

Function	Part-time Personnel	Full-time Personnel	Unpaid Volunteers
Local-level Administrative/Supervisory/Ancillary Services	0	2	0
Local Teacher	0	3	0
Local Counselor	0	0	3
Local Paraprofessional	1	0	0

Teachers' Years of Experience in Adult Education

Experience	Part-time Personnel	Full-time Personnel
Less than one year	0	1
One to three years	0	3
More than three years	1	1

Teacher Certification

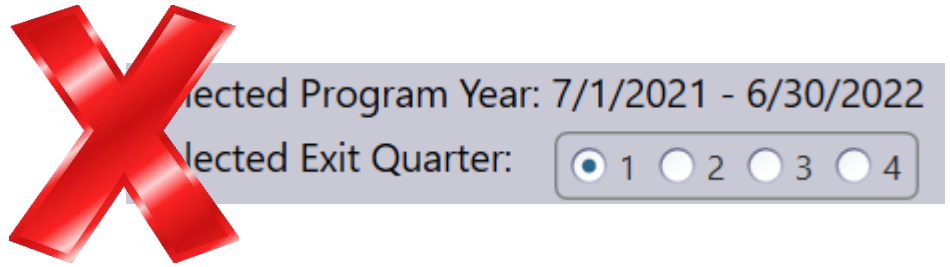
Certification	Part-time Personnel	Full-time Personnel
No certification	1	0
Adult Education Certificate	0	4
K-12 Certification	0	0
Special Education Certification	0	1
TESOL Certification	0	0

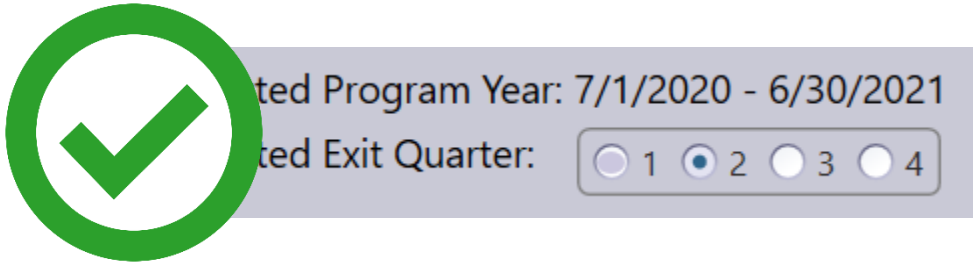
Employment and Earnings Follow-up Survey

To Complete the Requirement:

1) Prepare End-of-Year data

2) Save **PY 20-21 – Q2** exit population using the NRS Core Performance Wizard





Employment and Earnings Follow-up Survey

3) Send required surveys to students who exited in **PY 19-20 – Q4 or PY 20-21 – Q2**.

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-1st-qtr-py-20-21.pdf?sfvrsn=199e325a_4?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)
  - Payment Points Summary Report
  - End of Year Certification Letter

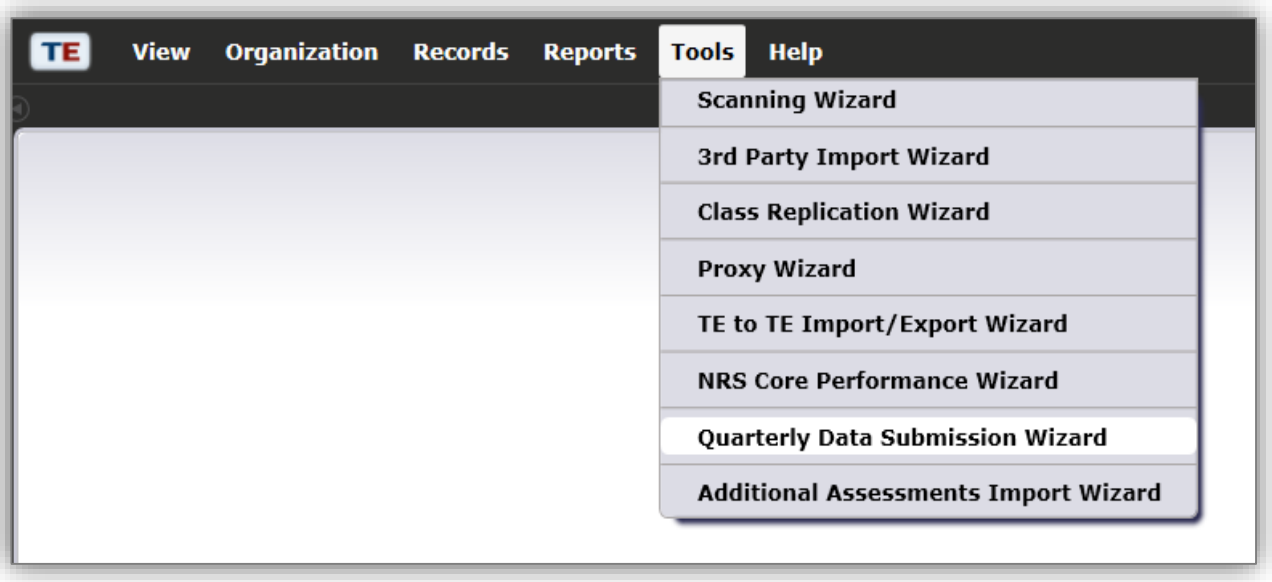
- **For CAEP (California Adult Education Program):**
  - Quarterly TOPSpro Enterprise Data
  - CAEP DIR

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

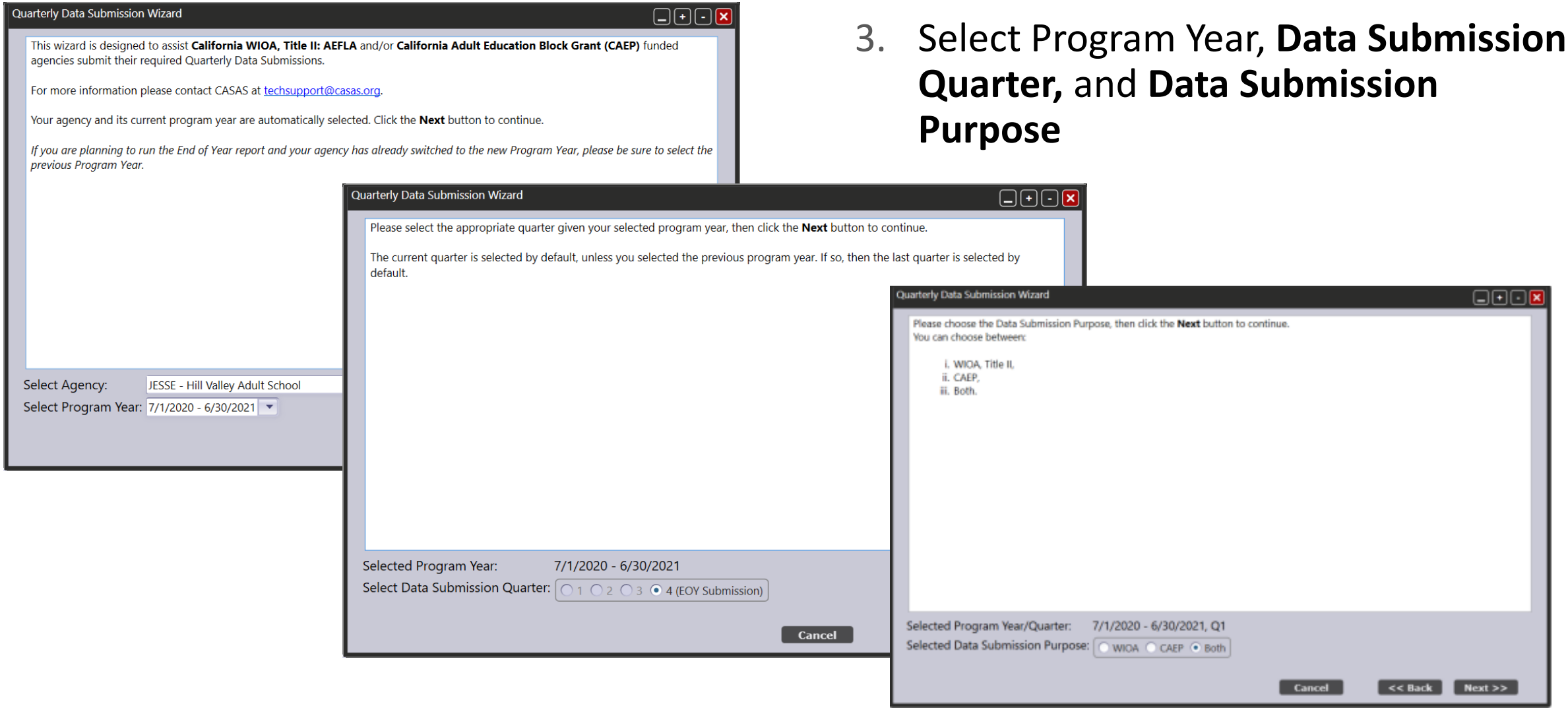
Quarterly Data Submission (QDS) Wizard

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



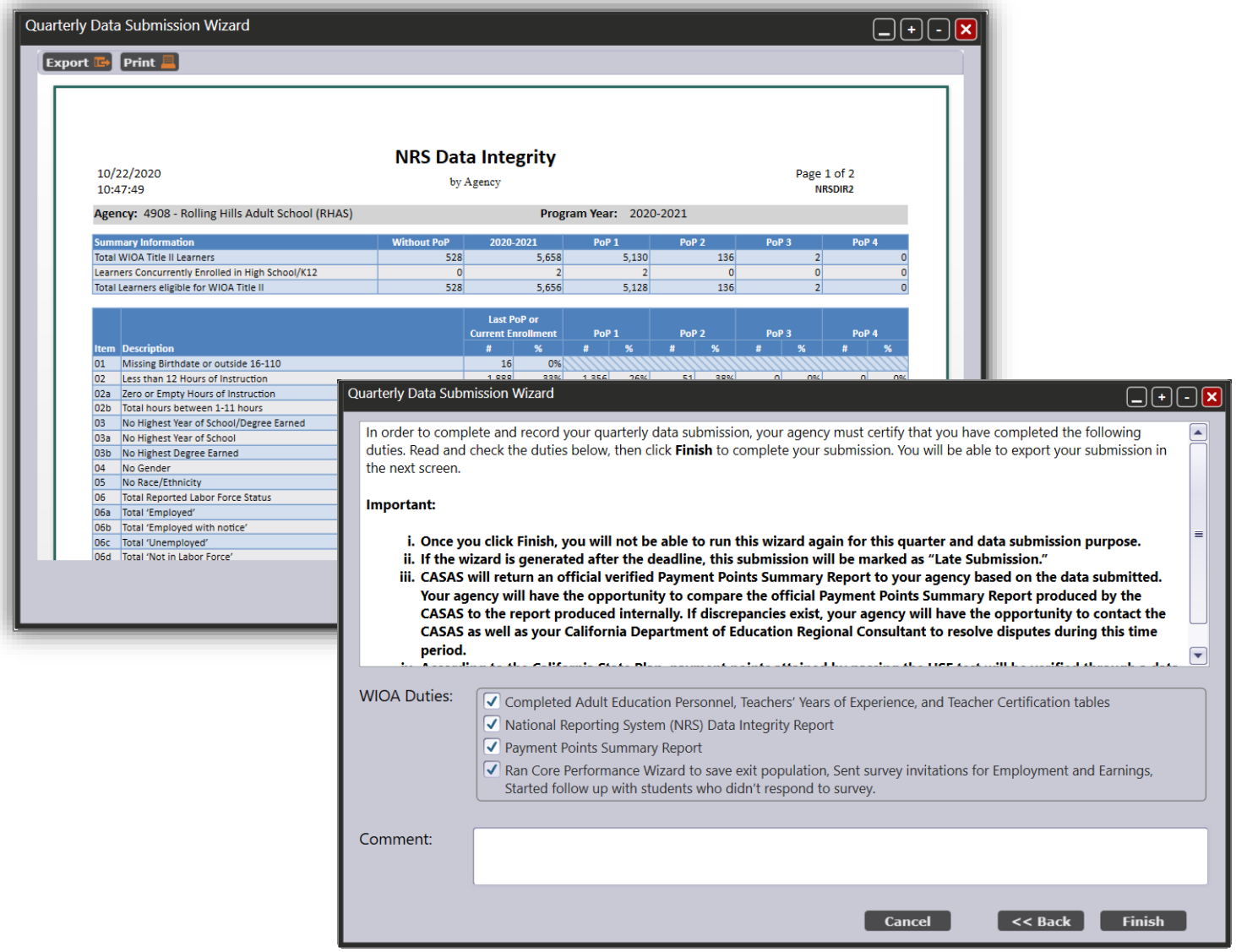
3. Select Program Year, **Data Submission Quarter,** and **Data Submission Purpose**

Quarterly Data Submission (QDS) Wizard

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

5. Click **Finish**

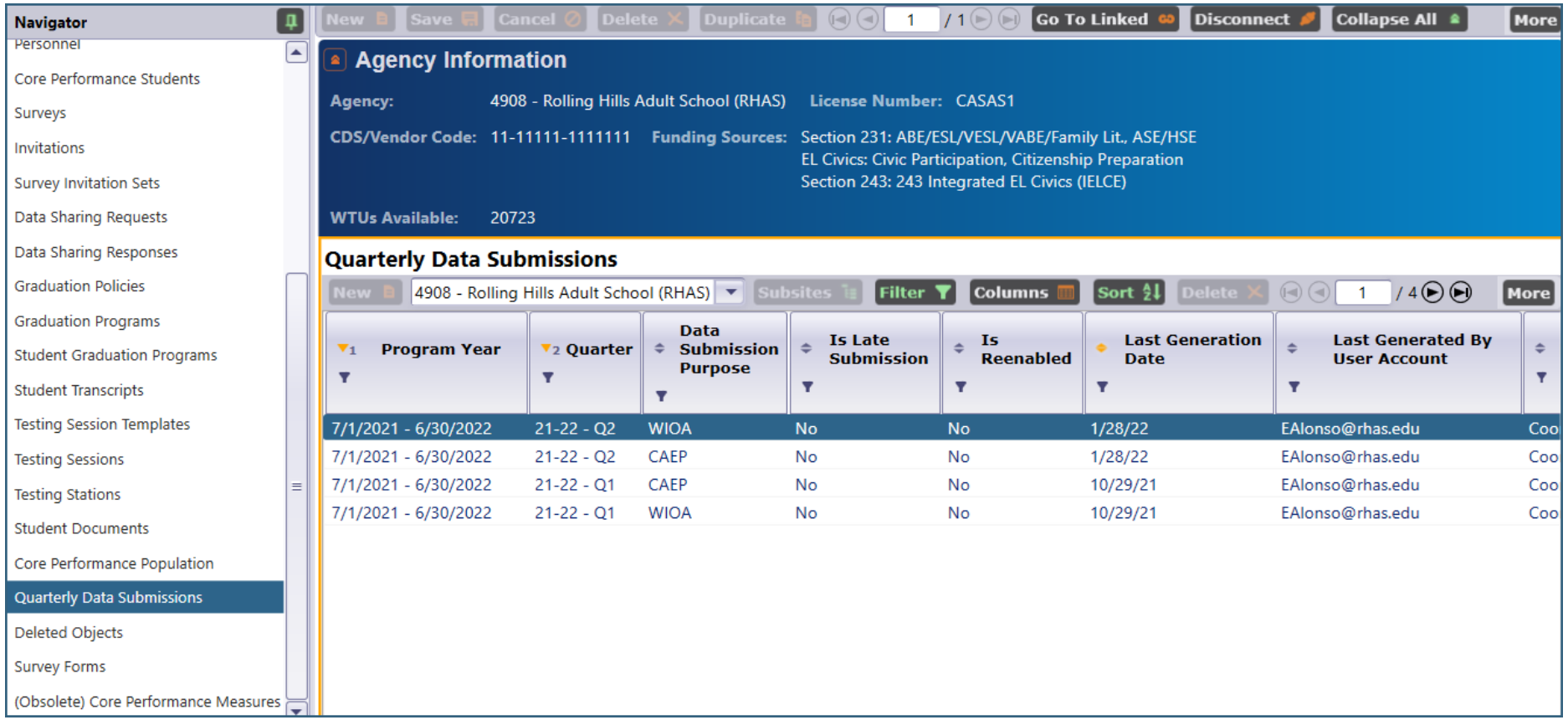
6. **Export** and save submitted reports for your records



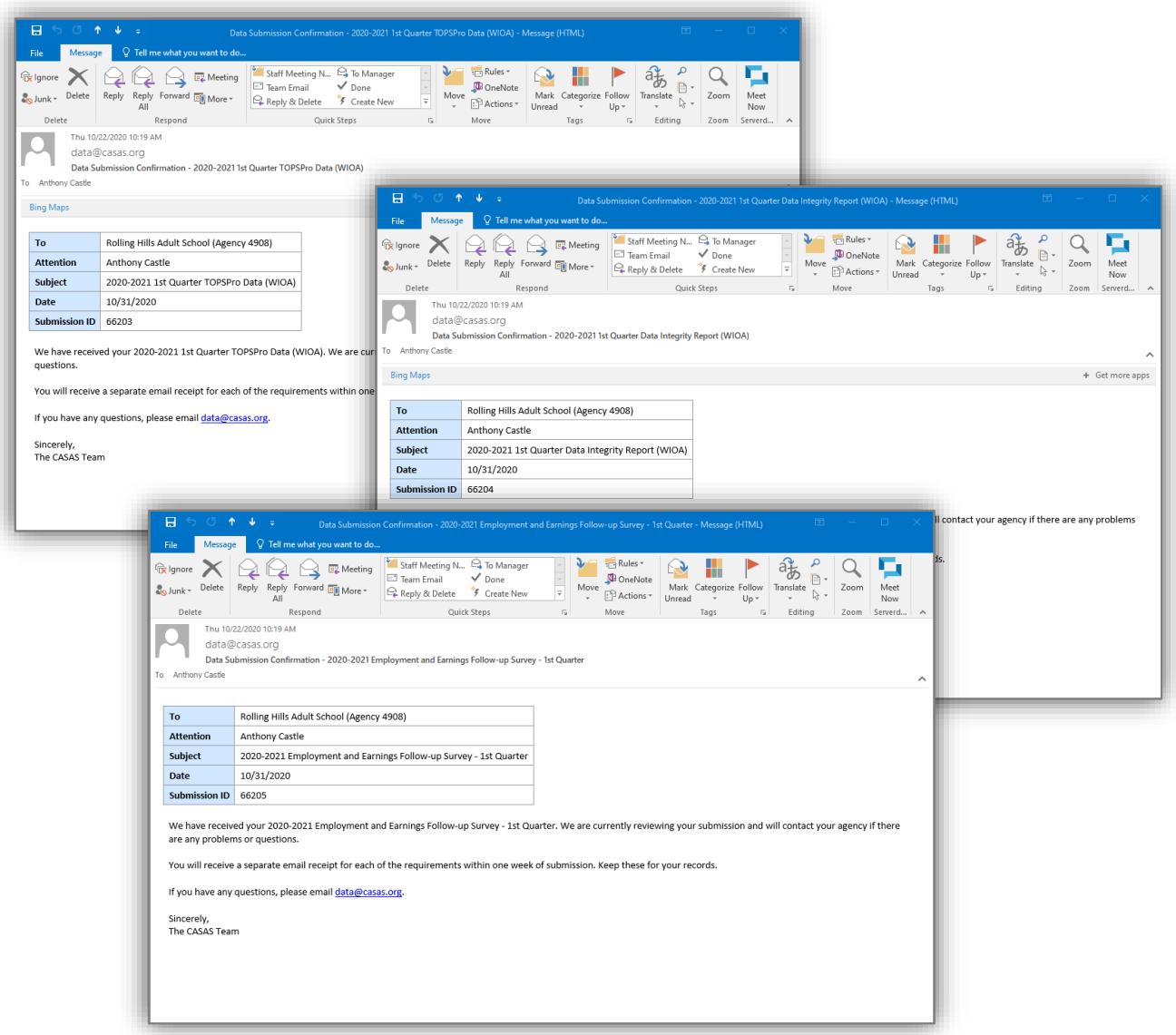
NOTE: For Quarters 1 through 3, agencies are only allowed to submit **one time** for each purpose. For End-of-Year submissions, the Wizard will allow agencies to resubmit. Call Tech Support to re-enable EoY Data Submission Wizard

Confirm Your Data Submission

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



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

Final Expenditure Claim Report

- Final Expenditure Claim Report –DUE: **August 1, 2021**
- Download it or complete online: https://caadultedreporting.org/adulted/
- Signature required
- For assistance, contact http://www.otan.us

Important Links

- **WIOA, Title II: AEFLA Grant Information 2020–21:**
  https://www.cde.ca.gov/sp/ae/fg/wioa20.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

- **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
- Hours: Monday-Friday, 6:00 am to 5:00 pm

Other Resources:

- capm@casas.org – Questions about your Deliverables/reports
- data@casas.org – Questions about the status of your data
- elcivics@casas.org – Questions about COAAPs
- cit@casas.org – Questions about Citizenship

Questions?

THANK YOU FOR PARTICIPATING

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