

WIOA, Title II: AEFLA Data Submission Guidelines

Presented by:

Martha Perez

Tech Support | Trainer

techsupport@casas.org

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

The screenshot displays the TE (Training Evaluation) interface for generating an NRS Data Integrity report. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is logged in as 'Administrator 00' using version 4.0 build 12. The 'Reports' menu is active, showing 'Start Page' and 'NRS Data Integrity' (selected). The 'NRS Data Integrity' page has a toolbar with 'Generate', 'Info', 'View Reporting Session', and 'Edit Parameters' buttons. The main form area is divided into three sections: 'Session Name', 'Common Filters', and 'Date Ranges'. The 'Session Name' section has a text input field for the session name and a text area for session comments. The 'Common Filters' section includes a 'Program Years' dropdown menu and a 'Programs' section with checkboxes for various programs. The 'Date Ranges' section has a date range selector and a date range input field.

Report Setup Navigator

- General Settings
- Class Definitions
- Class Instances
- In Program Years
- Student Records
- Class Enrollments
- Program Enrollments
- Assessment Forms
- Tests
- Report Selection

Session Name

Session Name: NRS Data Integrity on July 13, 2021 at 10:30:50 by administrator0@rhas.org

Session Comments:

Common Filters

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


Programs:

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

Date Ranges

Activity date: N/A from: to:

NRS Data Integrity Report

<div><div><div>NRS Data Integrity</div><div>by Agency</div></div><div>Page 1 of 2 NRSDIR2</div></div>						
07/13/2021 11:24:12						
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		PoP 1	
		#	%	#	%
01	Missing Birthdate or outside 16-110	17	00%		
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.

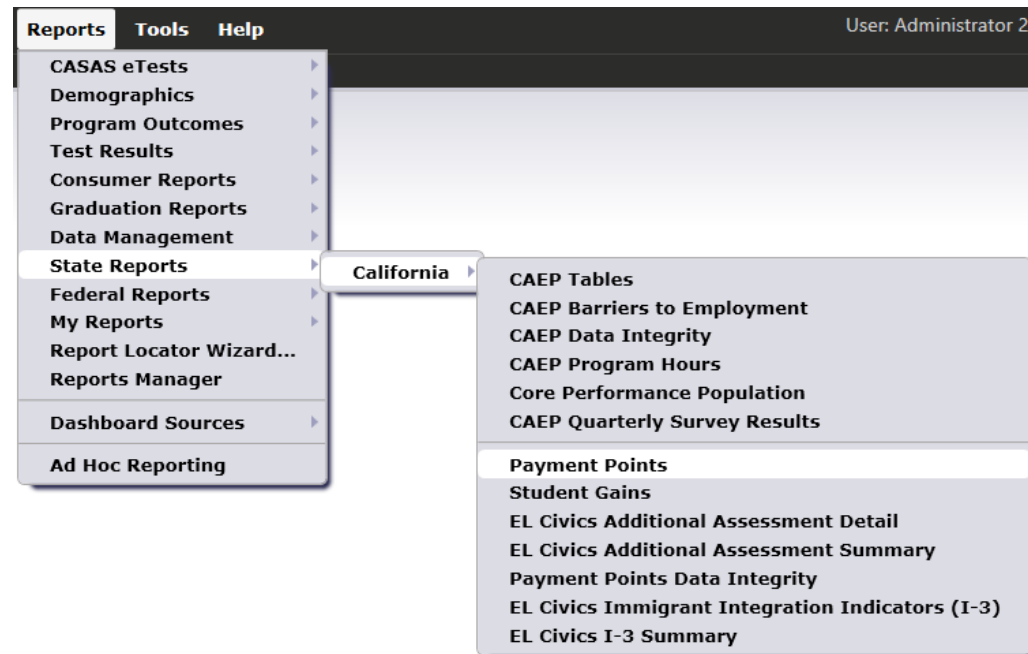
NRS Data Integrity Report – Specific Items

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.

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**

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

General Settings

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

Session Name

Session Name: Payment Points on July 14, 2021 at 08:53:35 by administrator22@rhas.org

Session Comments:

Common Filters

Program Years: ☐ Current Program Year ☐ 7/1/2022 - 6/30/2023 ☐ 7/1/2021 - 6/30/2022 ☒ 7/1/2020 - 6/30/2021 ☐ 7/1/2019 - 6/30/2019

Programs:

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

Class Status: ☒ N/A ☐ Active ☐ Completed ☐ Inactive

Date Ranges

Activity date: N/A from: to:

4908 - Rolling Hills Adult School (RHAS)

Select report:

- ☒ Payment Points Summary
- ☒ Payment Points Summary Audit
- ☒ Payment Points Data Flags
- ☒ Payment Points Data Integrity
- ☐ Payment Points Monitor

Select All

Deselect All

Invert selection

Payment Points Summary Report



07/14/2021
09:04:16

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



07/14/2021
09:04:16

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

Funding	Program/ Focus Areas	Total # of Enrollee Overall								
225/231	Basic Skills (ABE)	10								
	ESL	449								
	Adult Secondary Education	177								
EL Civics (231)	Civic Participation	129								
	Citizenship Preparation	11								
EL Civics (243)	Integrated EL Civics (IELCE)									
	IELCE with IET									
Totals:		776	419	188	24.2	1	0.1	58	7.5	

Students - In Program Years Population

Student Population

Students - Records Population

Programs - Enrollments Population

Classes - Enrollments Population

Classes - Records Population

CASAS Pre/Post-tests Population

EL Civics Tests Population

Drill Down to Monitor

Drill Down to Student Gains


Drill Down to ELC Additional Assessment Detail

Drill Down to ELC Additional Assessment Summary

Number of unduplicated learners:

640

Notes: Total # of Enroll
IET = Integrated

 Not Applicable

Payment Points Monitor Report

CASAS

Payment Points Monitor

07/14/2021
09:04:16

Page 1 of 3
PPM17

Program Year: 2020-2021

Agency: 4908 - Rolling Hills Adult School (RHAS)

DR	FA	Student	Instructional Program	Completed	HSE	HS	G & H	GIT	AA 1	AA 2	AA 3	243 AA 1	243 AA 2	243 AA 3	Benchmarking Tests										Instr. Hours		
															Pretest				Post-test				Gain				
															Form	Score	Level	Site - Class	Form	Score	Level	Site - Class		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	Enriquez, 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



07/14/2021
09:04:16

Payment Points Monitor

Page 2 of 3
PPM17

Program Year: 2020-2021

Agency: 4908 - Rolling Hills Adult School (RHAS)

DR	FA	Student	Instructional Program	Completed	HSE	HS	G & H	QT	AA 1	AA 2	AA 3	243 AA 1	243 AA 2	243 AA 3	Benchmarking Tests										Instr. Hours		
															Pretest				Post-test				Gain				
															Form	Score	Level	Site - Class	Form	Score	Level	Site - Class		U	T	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
- 02 Less than 12 hours of instruction
- 03 Concurrently enrolled in High School/K12
- 04 No Gender
- 05 No Ethnicity/race

- 06 No accurate placement test or self-reported ASE High level
- 09 ESL Learner pretest score at ASE educational functioning level
- 15a Incomplete EL Civics Outcome datasets
- 15b Incomplete Civic Participation Outcome dataset
- 15c Incomplete Citizenship Preparation Outcome dataset

- 17 EL Civics student in non-ESL program
- 18 Unfunded Payment Point
- 19 AA passed and highest test score below 180
- 15d Incomplete IELCE 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

The screenshot displays the CASAS TE system interface. The top navigation bar includes 'TE', 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The 'Organization' menu is open, showing options: 'CAEP Consortia', 'Agencies', 'Sites', and 'Classes'. The 'Agencies' page is active, showing a list of agencies with 'Hill Valley Adult School' selected. A sidebar menu on the right lists various system functions, with 'Program Years' highlighted. The main content area shows the 'Agency Information' for Hill Valley Adult School, including agency details, funding sources, and a table of program years.

Organization Menu:

- CAEP Consortia
- Agencies
- Sites
- Classes

Agency Information:

Agency: Hill Valley Adult School License Number: CASAS

CDS/Vendor Code: 1397 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:

WSPs Available:

Update Agency Graduation Data

Program Years

Program Year	Funding Sources
7/1/2014 - 6/30/2015	
7/1/2015 - 6/30/2016	
7/1/2016 - 6/30/2017	
7/1/2017 - 6/30/2018	
7/1/2018 - 6/30/2019	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation; Section 243
7/1/2019 - 6/30/2020	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation; Section 243
7/1/2020 - 6/30/2021	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation; Section 243
7/1/2021 - 6/30/2022	

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



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

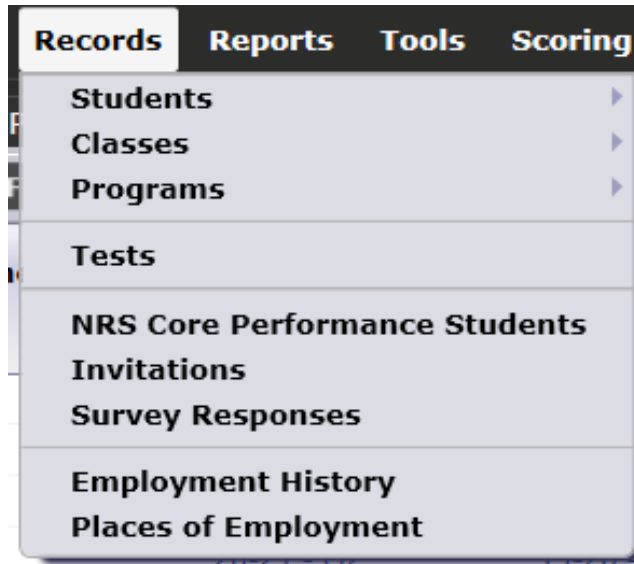
Selected Exit Quarter: ☒ 1 ☐ 2 ☐ 3 ☐ 4



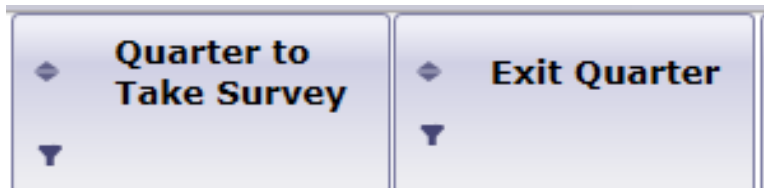
Selected Program Year: 7/1/2020 - 6/30/2021

Selected Exit Quarter: ☐ 1 ☒ 2 ☐ 3 ☐ 4

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):**

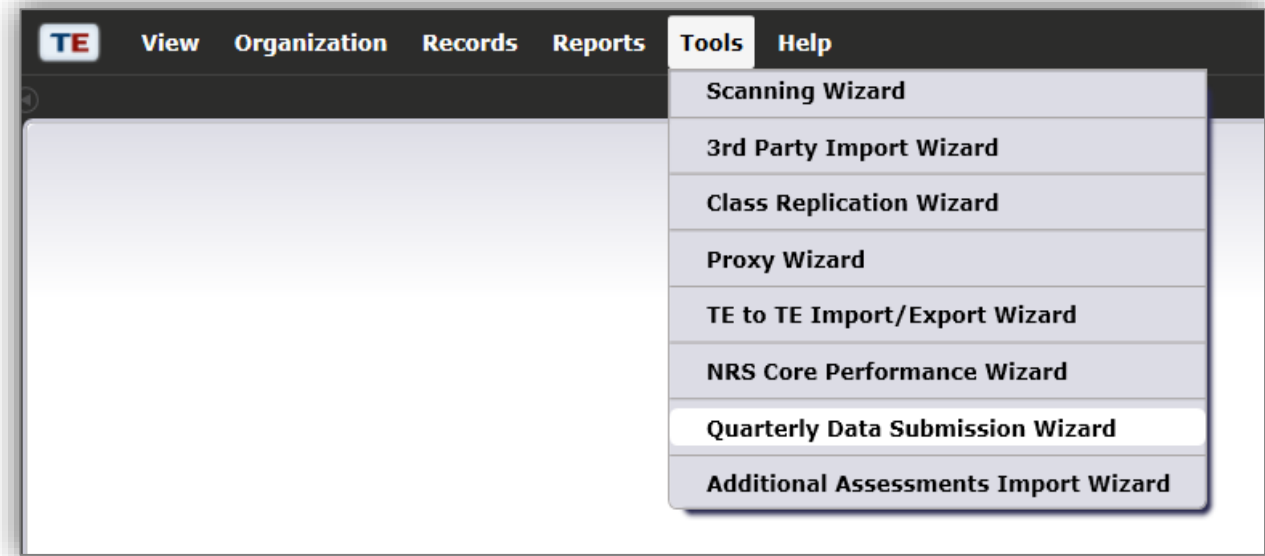
- Quarterly TOPSpro Enterprise Data
- CAEP DIR

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 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.

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:

Select Program Year:

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.

Selected Program Year:

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

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:

Selected Data Submission Purpose: ☐ WIOA ☐ CAEP ☒ Both

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

The screenshot displays the 'Quarterly Data Submission Wizard' window. The main panel shows 'NRS Data Integrity' for Agency: 4908 - Rolling Hills Adult School (RHAS) and Program Year: 2020-2021. It includes a summary table and a detailed table of items.

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	1,088	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:

- 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."
- iii. 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)

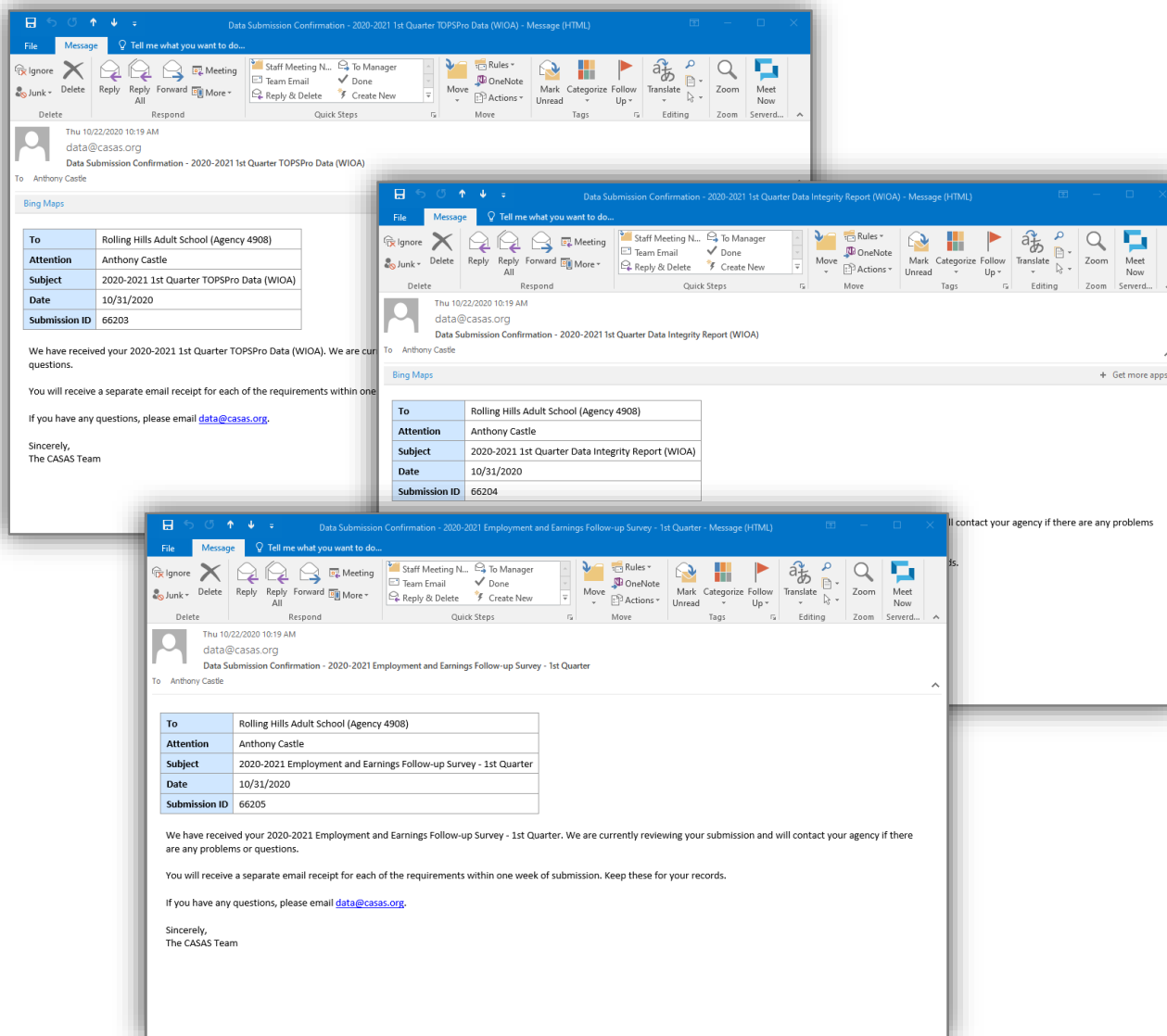
WTUs Available: 20723

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



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

Martha Perez

Tech Support | Trainer

techsupport@casas.org

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



[Facebook.com/CASASsystem](https://www.facebook.com/CASASsystem)



[@CASASsystem](https://twitter.com/CASASsystem)



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

www.casas.org

casas@casas.org

1-800-255-1036