Comprehensive Adult Student Assessment Systems

WIOA, Title II: AEFLA Data Submission Guidelines

Presented by:

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Tech Support | Trainer

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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. EoY 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 June 30, 2022**:

- ✓EoY 4th Quarter TOPSpro® Enterprise (TE) Data
- ✓Adult Education Personnel Information
- ✓EoY 4th Quarter NRS Data Integrity Report (DIR)
- ✓Payment Points Summary Report
- ✓End of Year Certification Letter
- ✓Employment and Earnings Follow Up Survey
- ✓Final Expenditure Claim Report (Due August 1)
- ✓Official Payment Points Certification Letter –Signed (Due August 1)

DUE July 15, 2022

HOW to submit the deliverables?

Employment and Earnings Follow-up Survey

- Complete steps **electronically via TE**
- Nothing to send to CASAS

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)

- Quarterly Data Submission Wizard

Payment Points Summary Report and EoY Certification Letter

- Quarterly Data Submission Wizard

Adult Education Personnel Information

- Enter personnel information **electronically in TE**

Data Review

Fourth Quarter EoY TOPSpro® Enterprise (TE) Data

Quick Checklist:

- ❑ Review Class Instances
  - ❑ Focus Areas, Special Programs, Distance Learning, etc.

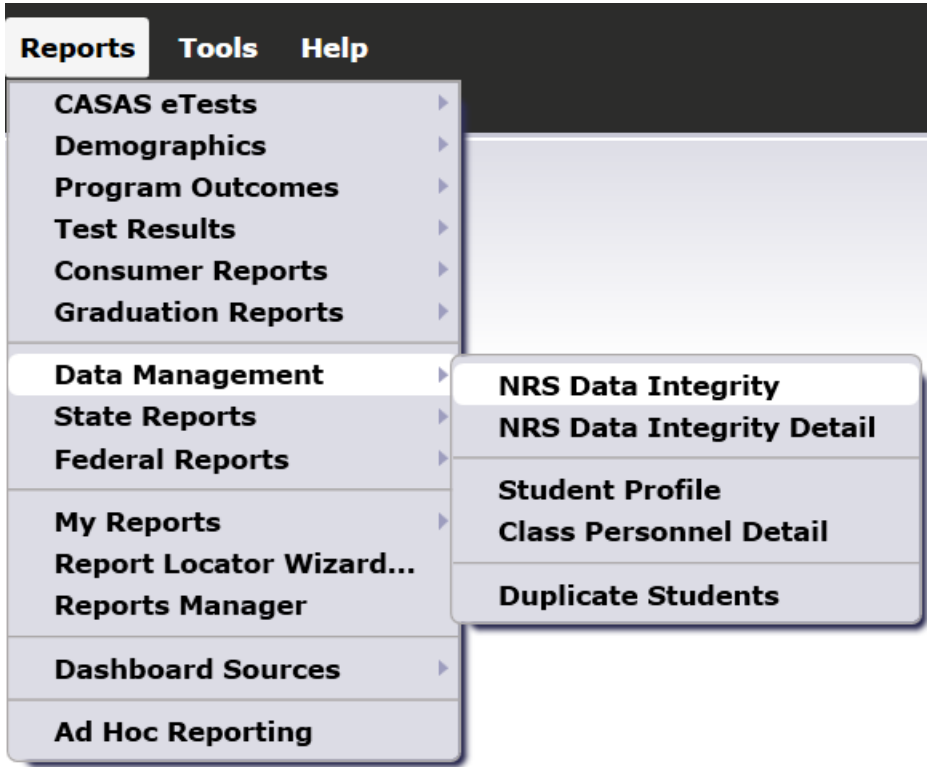
- ❑ Enter/Verify DAILY and UPDATE/Cumulated attendance hours
  - ❑ Verify data. COVID closures affected agencies differently - some switched to hybrid instruction and others switched to all distance education models. Be sure whatever your agency is currently doing is accurately reflected in TE.

- ❑ Enter/Verify all assessments
  - ❑ If EL Civics funded, additional assessments

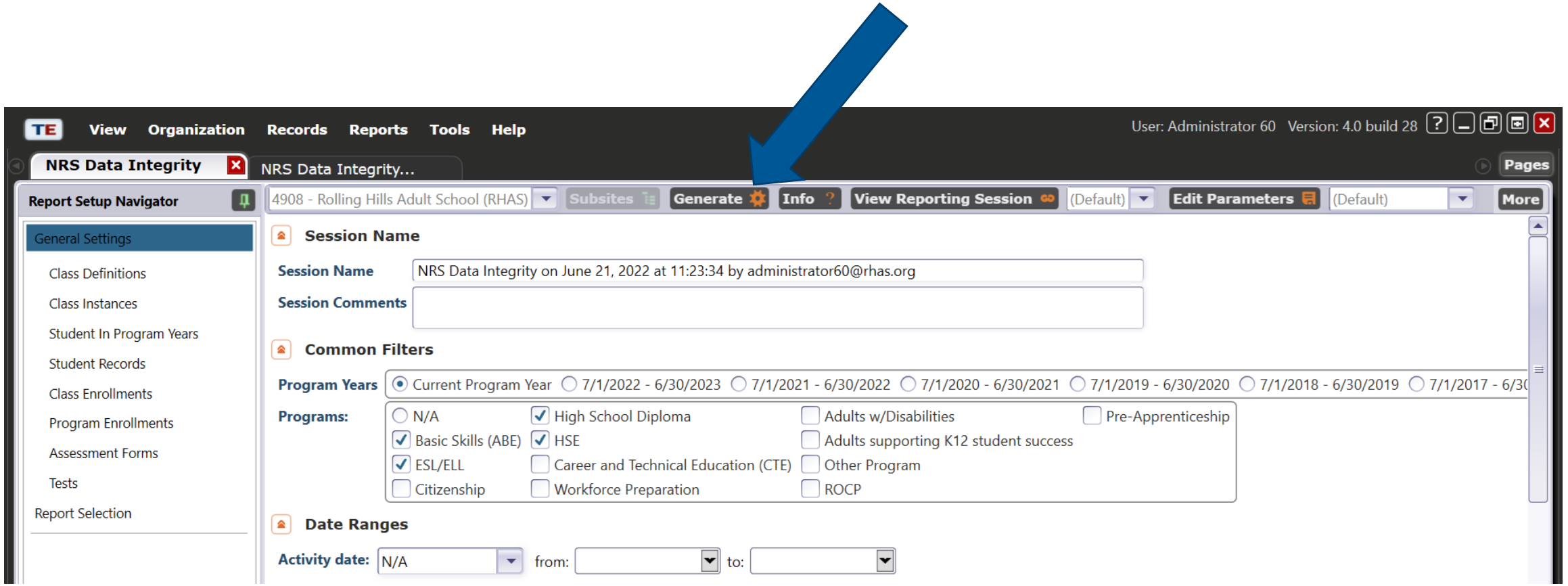
- ❑ Student Information
  - ❑ Clean-up Duplicated Students
  - ❑ Obtain all GED ID's or HiSET IDs, if applicable

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

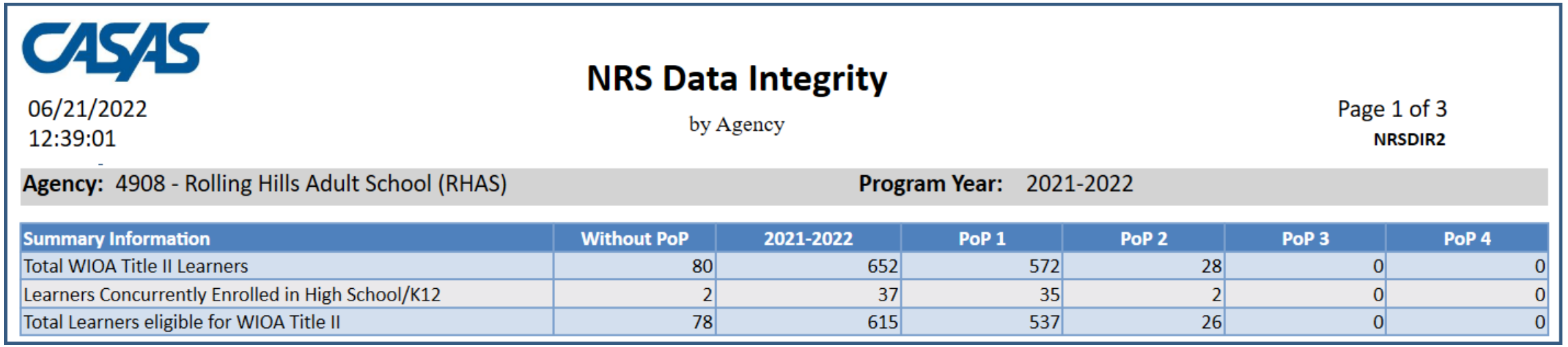
- Generate in TE: **Reports > Data Management > NRS Data Integrity**



NRS Data Integrity Report



NRS Data Integrity Report



CASAS

06/21/2022
12:39:01

NRS Data Integrity

by Agency

Page 1 of 3
NRSDIR2

Agency: 4908 - Rolling Hills Adult School (RHAS) **Program Year:** 2021-2022

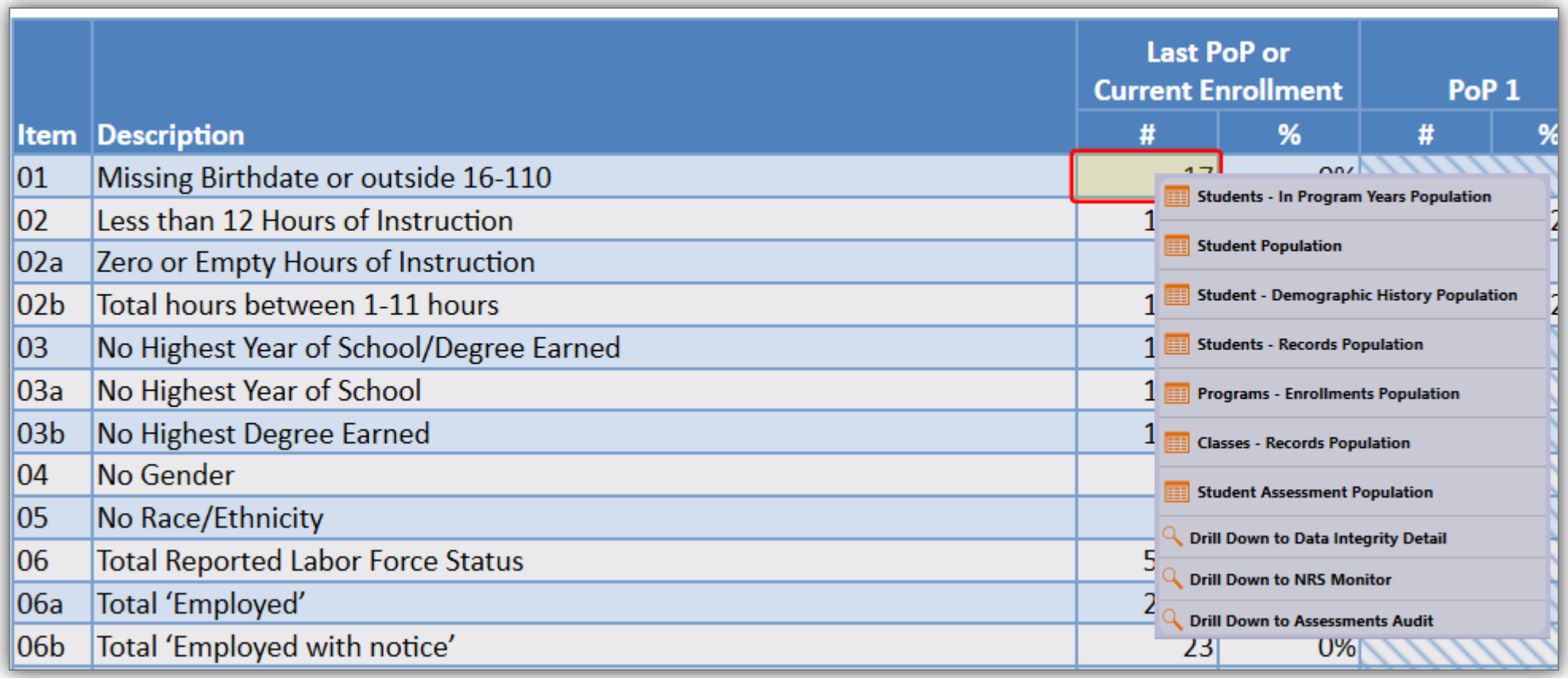
Summary Information	Without PoP	2021-2022	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	80	652	572	28	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	78	615	537	26	0	0

- 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				
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

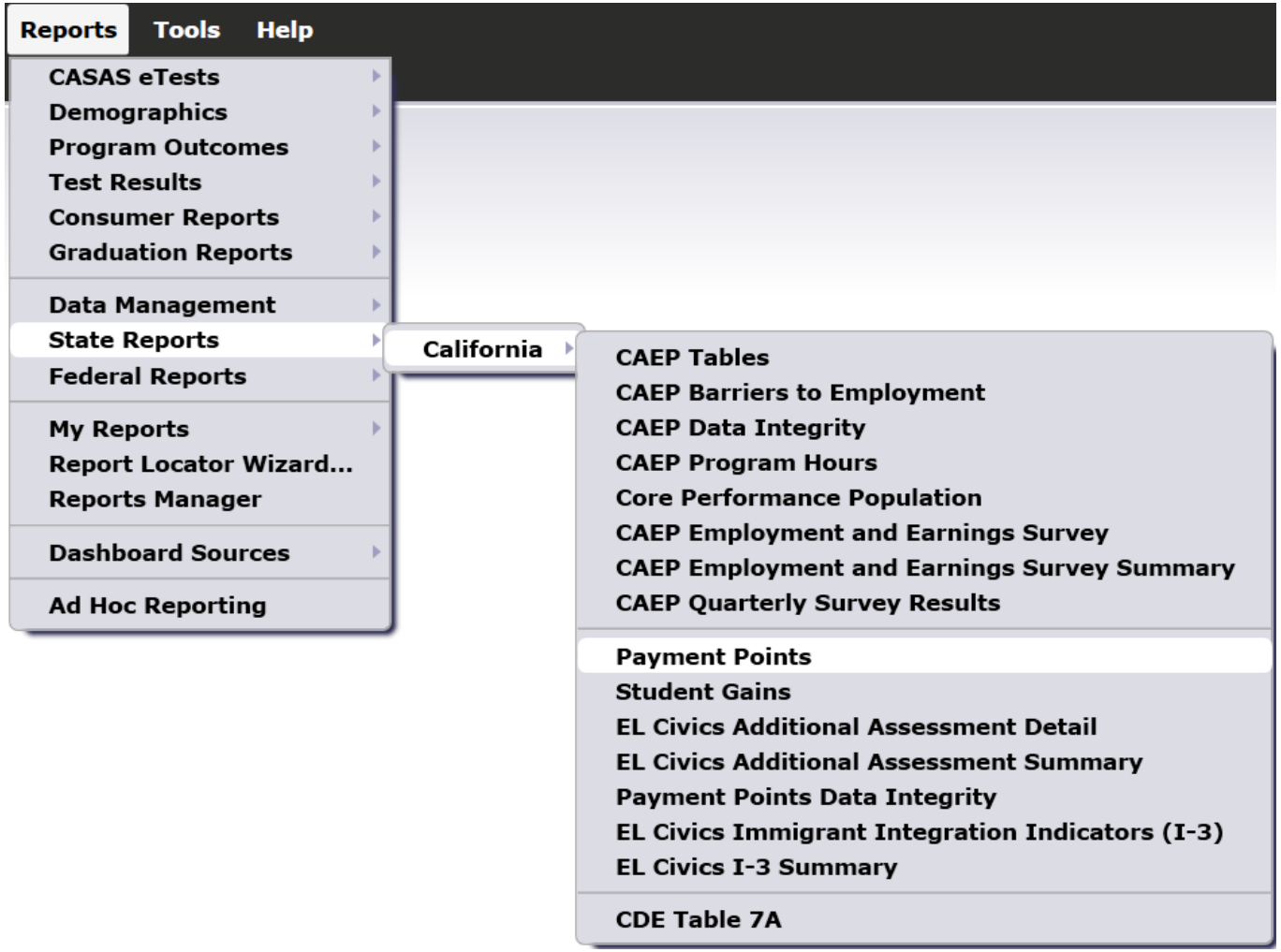
- **Items 11-16** detail NRS specific conditions such as criteria for exit and periods of participation.

NRS Data Integrity Report – Specific Items

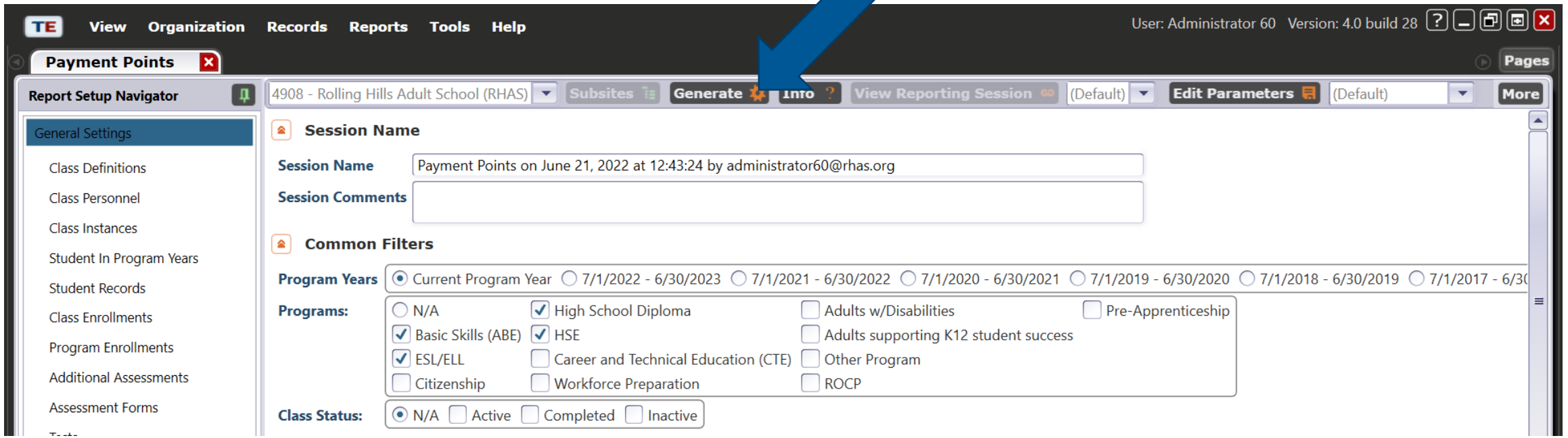
17	No Primary Goal
18	No Secondary Goal
19	At least one Barrier to Employment
19a	Multiple Barriers to Employment
19b	No Barriers to Employment
20	Co-enrolled in WIOA Titles I, III, or IV
21	Pretest in any area in the conservative estimate range
22a	Pre-/post-test pair in any area but less than 40 hours 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
30	SSN not provided
30a	SSN not provided with signed consent
30b	SSN not provided without signed consent
30c	Provided SSN without signed consent
31	Missing Phone number
32	Missing Mobile number
33	Missing Email Address

- **Items 17-33** include items that don't directly contribute to results on NRS tables but represent key state and federal priorities.

Payment Points Summary Report



Payment Points Summary Report



Payment Points Summary Report

CASAS

Payment Points Summary

06/21/2022
12:45:09

PPSR17

Agency: 4908 - Rolling Hills Adult School (RHAS)
Program Year: 2021-2022

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

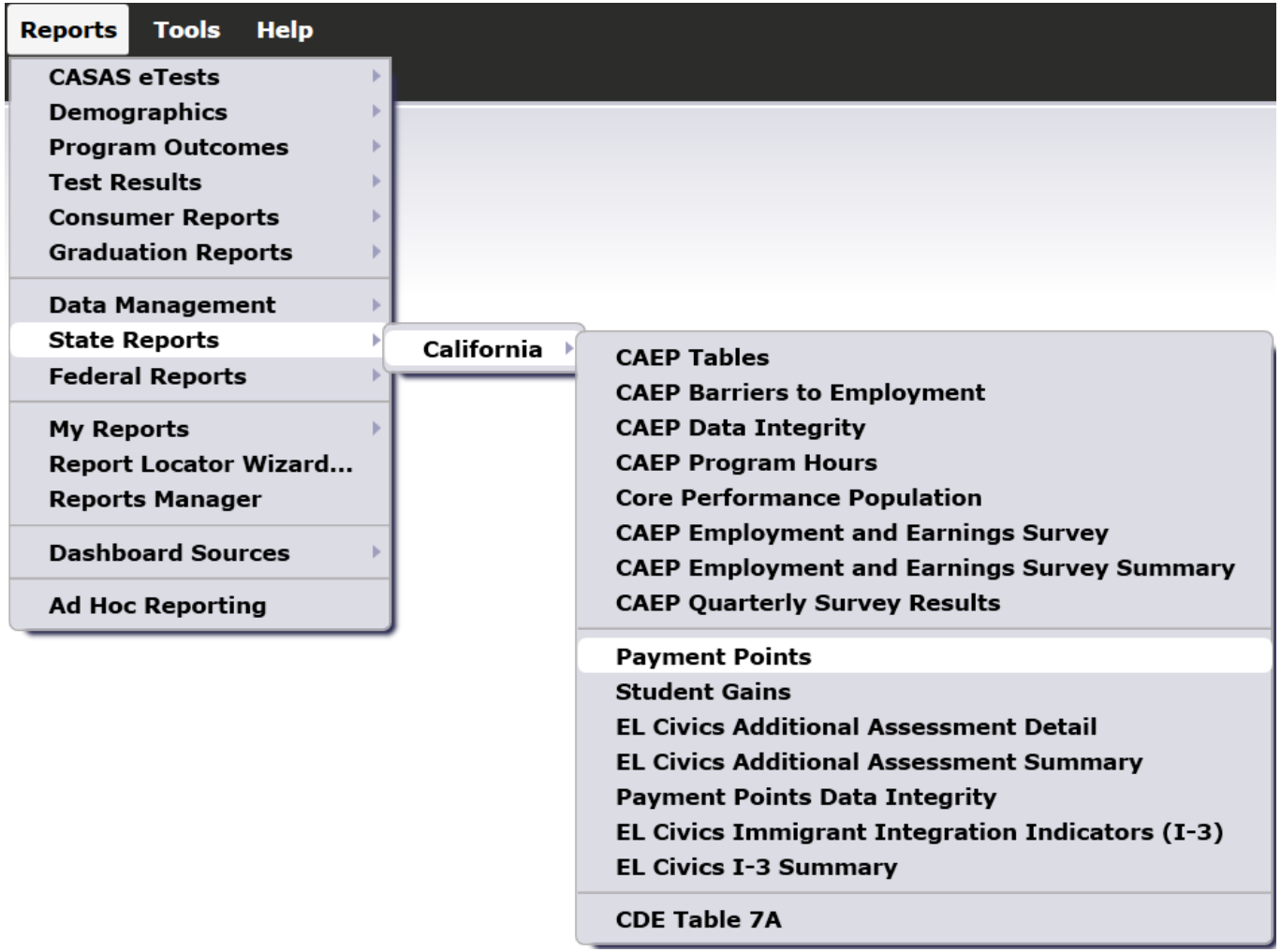
Funding	Program/ Focus Areas	Total # of Enrollees Overall	Total # of Enrollees Overall with paired scores	Payment Points																Total PP
				Completed NRS Educational Level		Received a HSE Certificate		Received a High School Diploma		Passed Citizenship Interview Test		Passed Government & History Test		AA 1		AA 2		AA 3		
				N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
225/231	Basic Skills (ABE)	16	12	5	31.3	0	0.0	0	0.0											5
	ESL	199	118	75	37.7	0	0.0	0	0.0											75
	Adult Secondary Education	136	79	61	44.9	4	2.9	31	22.8											96
EL Civics (231)	Civic Participation	92	92											73	79.3	16	17.4	0	0.0	89
	Citizenship Preparation	7	7							6	85.7	2	28.6							8
EL Civics (243)	Integrated EL Civics (IELCE)	0	0											0	0.0	0	0.0	0	0.0	0
	IELCE with IET	0	0											0	0.0	0	0.0	0	0.0	0
Totals:		**450**	**308**	**141**	**31.3**	**4**	**0.9**	**31**	**6.9**	**6**	**1.3**	**2**	**0.4**	**73**	**16.2**	**16**	**3.6**	**0**	**0.0**	**273**

Number of unduplicated learners: **355**

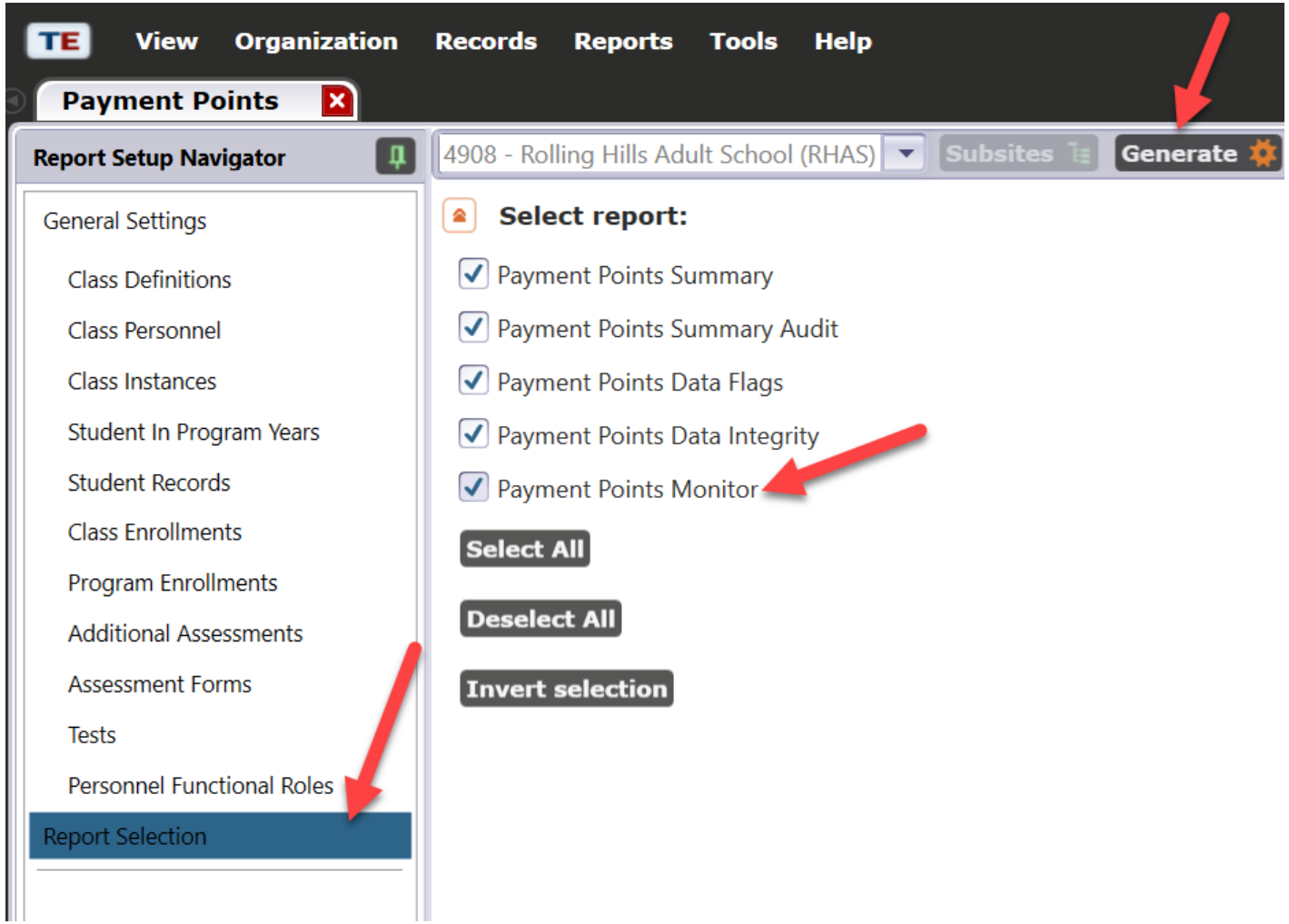
Notes: Total # of Enrollees Overall is a duplicated count of students across programs.
IET = Integrated Education and Training

Not Applicable

Payment Points Monitor Report



Payment Points Monitor Report



Payment Points Monitor Report

CASAS

Payment Points Monitor

06/21/2022
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PPM17

Program Year: 2021-2022 **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
15c	1	Abarca, Irene Rosales	8733254	ESL/ELL					*							185R	233	ESL 6	N/A						0	0	27
02	1	Aivaz, Aflin Trinity	7857996	ESL/ELL	*											983L	197	ESL 3	N/A	984L	204	ESL 4	N/A	7	0	0	3
02	1	Aragon, Carson Ramirez	7967806	Basic Skills (ABE)	*											913M	212	ABE 3	N/A	914M	223	ABE 4	N/A	11	0	0	9
15b	1	Arellano, Hector Delacruz	7968462	ESL/ELL						*						083R	195	ESL 3	N/A						0	0	25
01	4	Borja, Jilbert Martin	8720631	High School Diploma	*		*									913M	216	ABE L6	N/A	HS			N/A	-2	0	0	82
15b	1	Cabadas, Mari Yeni	7868706	ESL/ELL						*						983L	211	ESL 5	N/A						0	0	21
02	1	Caro, Eryn Selene	8706468	Basic Skills (ABE)	*											917M	232	ABE L5	N/A	918M	237	ABE L6	N/A	5	0	0	0
09	1	Cuellar Hernandez, Faviola Ochoa	1664803	ESL/ELL	*					Y						917M	232	ABE L5	N/A	918M	237	ABE L6	N/A	5	0	0	144

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

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

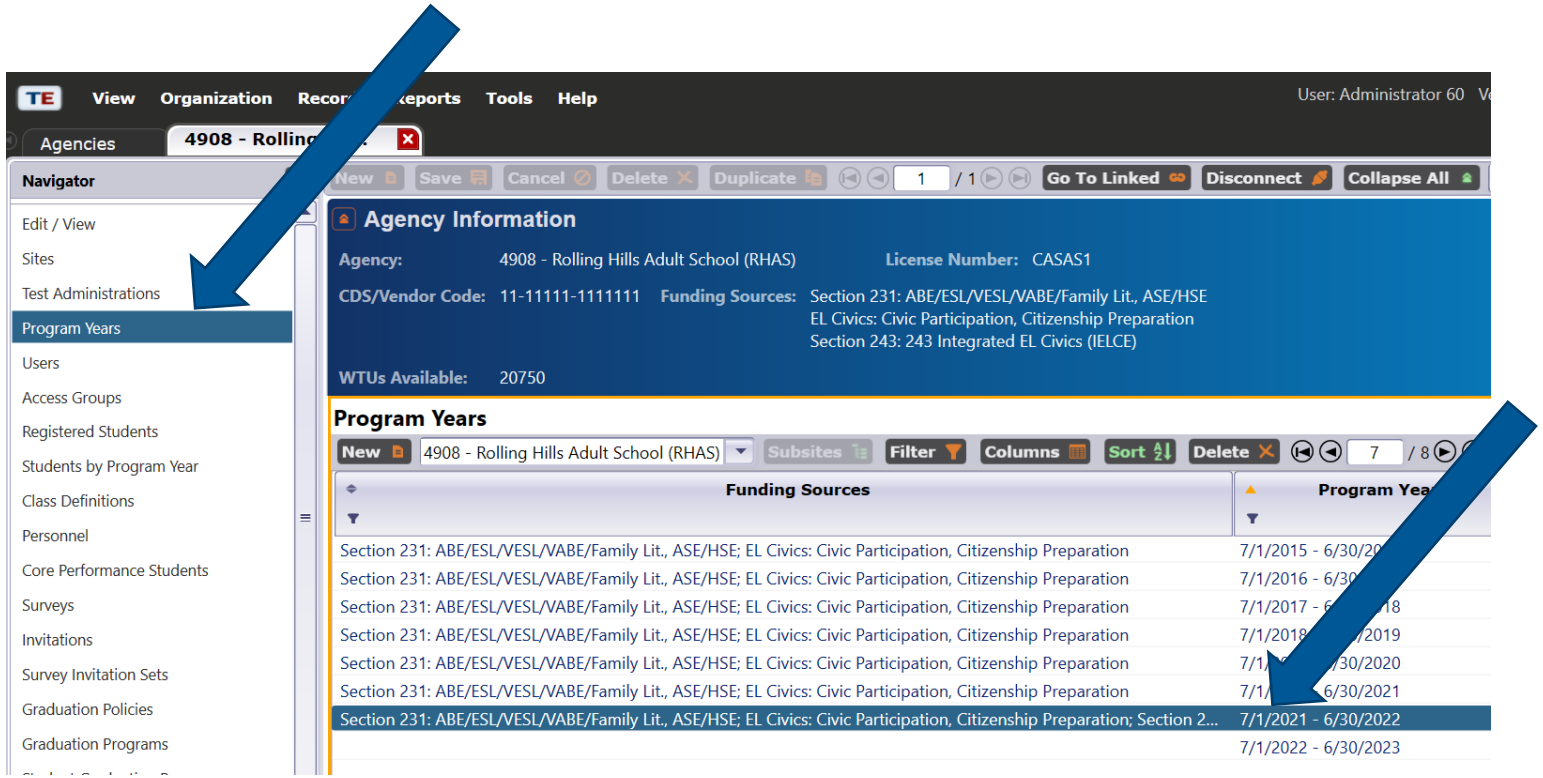
Data Flags
C1 = Passed HSE and earned HSE PP but did not complete a level
C2 = Earned HS diploma PP but did not complete a level
C4 = EFL placement in ASE High but did not earn HS diploma or HSE
G2 = Passed HSE but no enrollment in "High School Diploma" or HSE
G4 = Passed HSE but Highest Degree Earned 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

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.

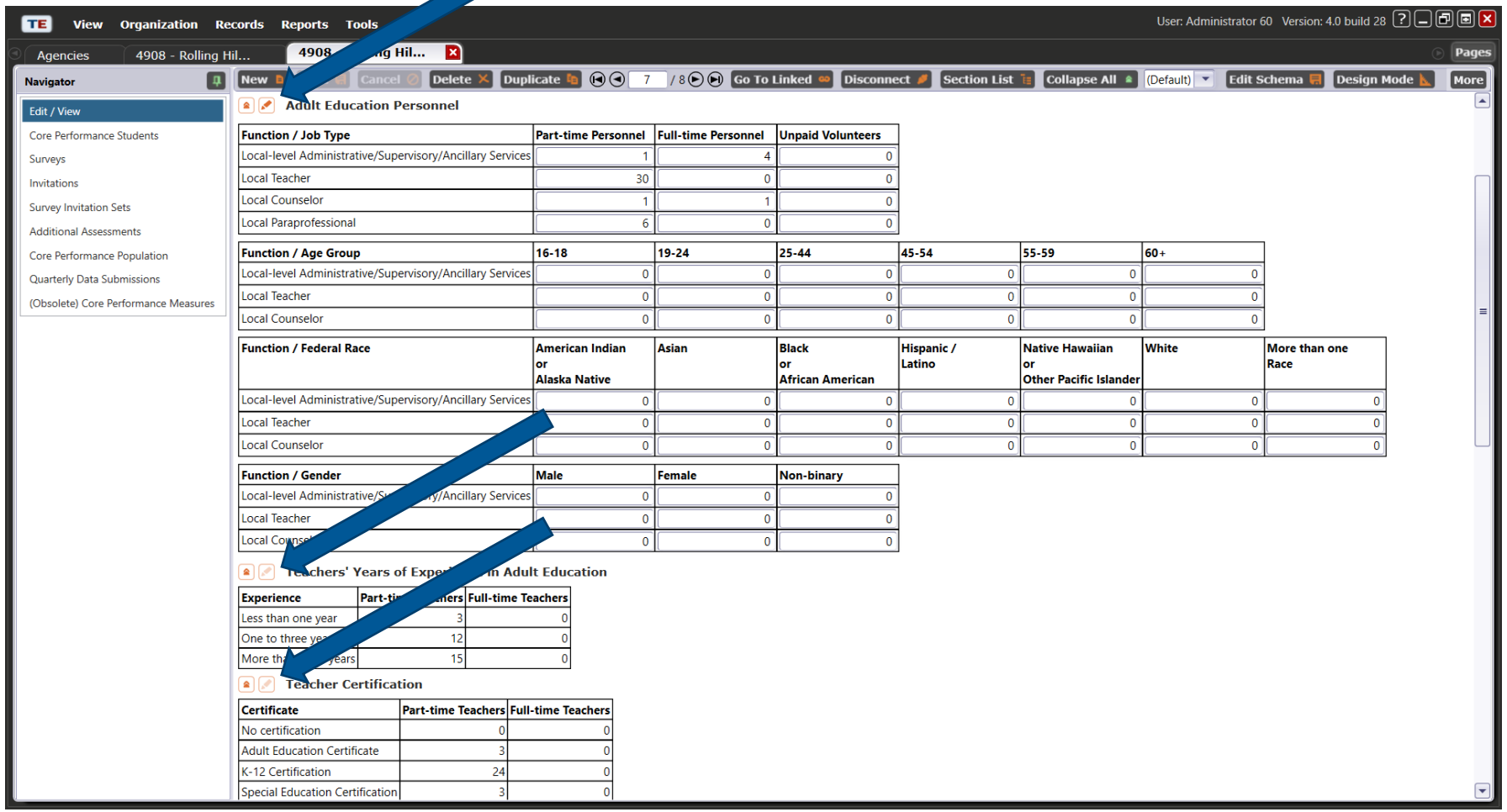
Adult Education Personnel Information

- Where to locate in TE:

- Organization > Agencies > Double Click on Agency's name > Click on Program Years (from Navigator) > Double click on Current Program Year.



Adult Education Personnel Information



Employment and Earnings Follow-up Survey

To Complete the Requirement:

1) Prepare EoY data

2) Save **PY 21-22 – Q2** exit population using the NRS Core Performance Wizard

Selected Program Year: 7/1/2021 - 6/30/2022
Selected Exit Quarter: ○ 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 – Q4 or PY 2021-22 – 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-qtr-4-py-21-22.pdf?sfvrsn=8dc2305a_4?Status=Master

Data Submission

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

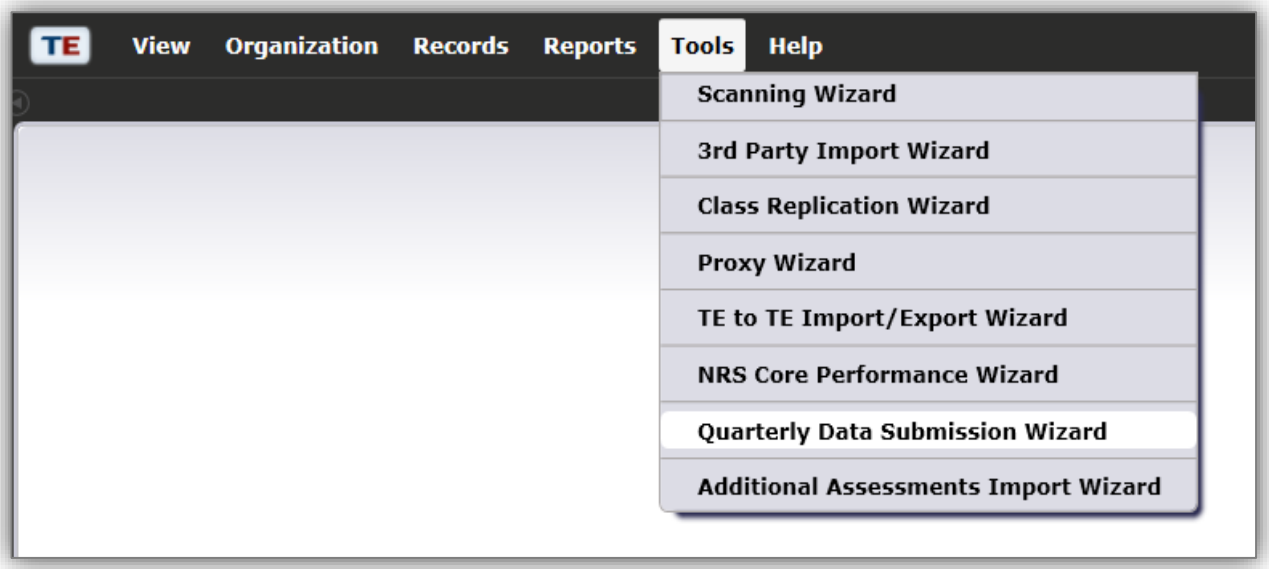
- **For CAEP (California Adult Education Program):**
  - Quarterly TOPSpro Enterprise Data
  - CAEP DIR
  - CAEP Summary Report

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

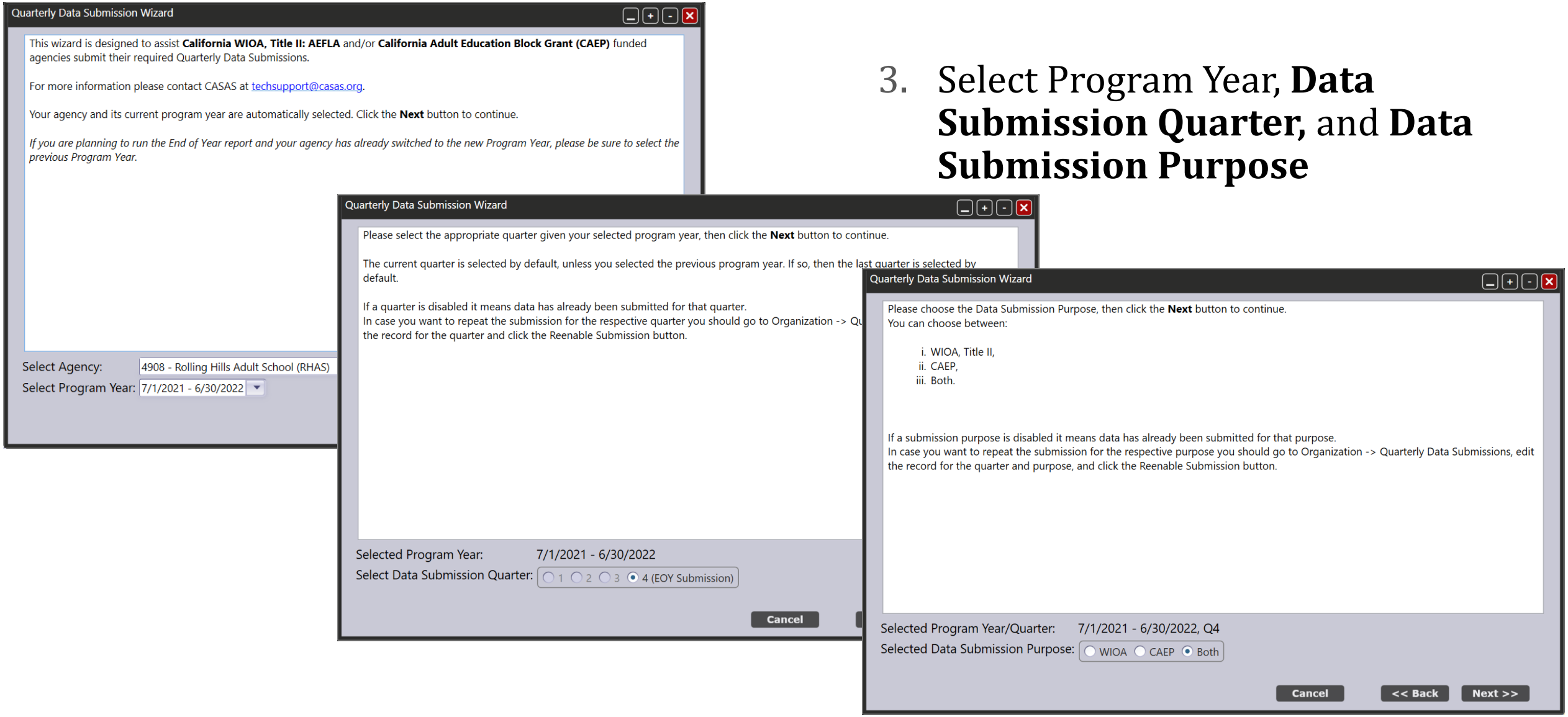
Quarterly Data Submission (QDS) Wizard

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



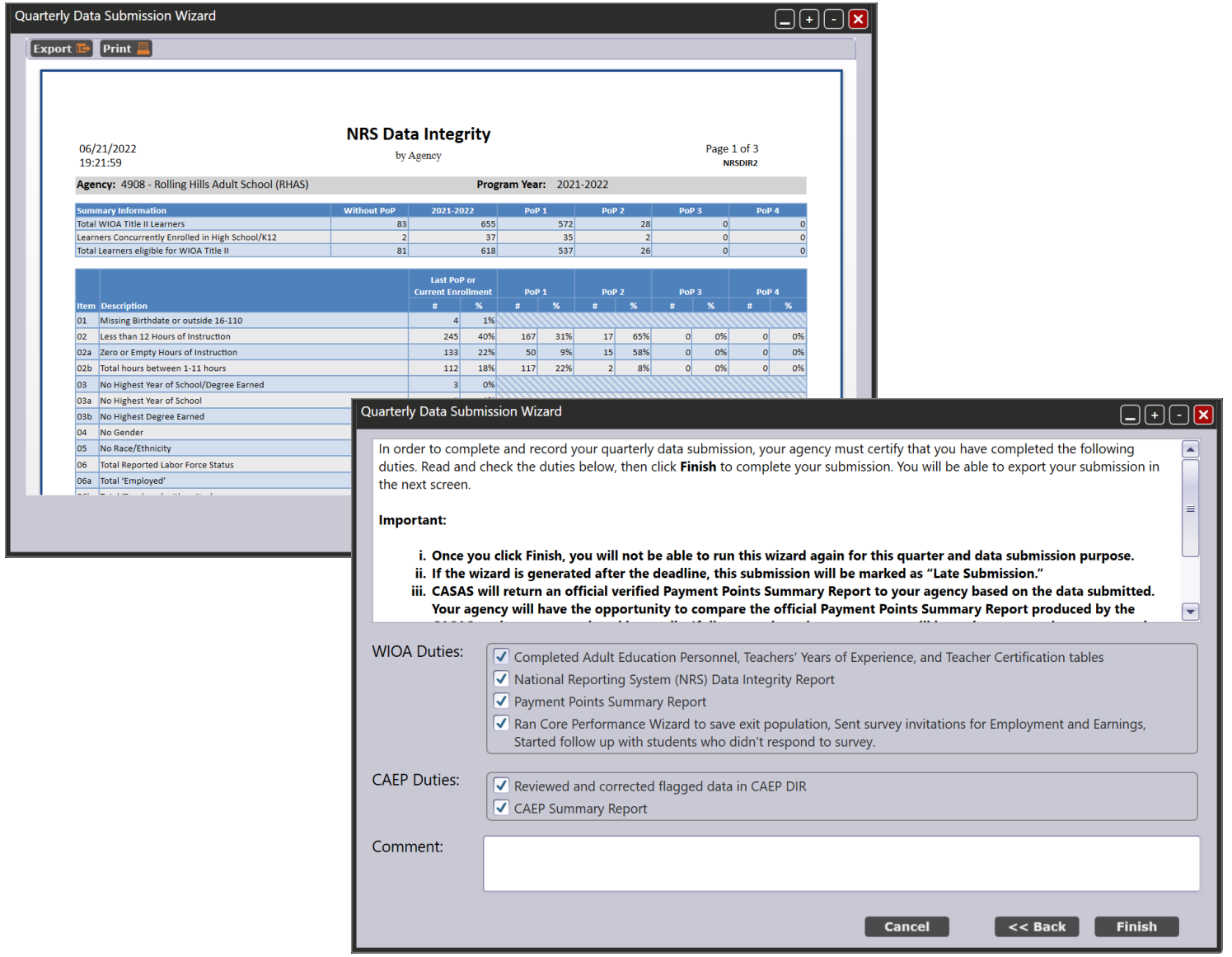
3. Select Program Year, **Data Submission Quarter,** and **Data Submission Purpose**

Quarterly Data Submission (QDS) Wizard

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

5. Click **Finish**

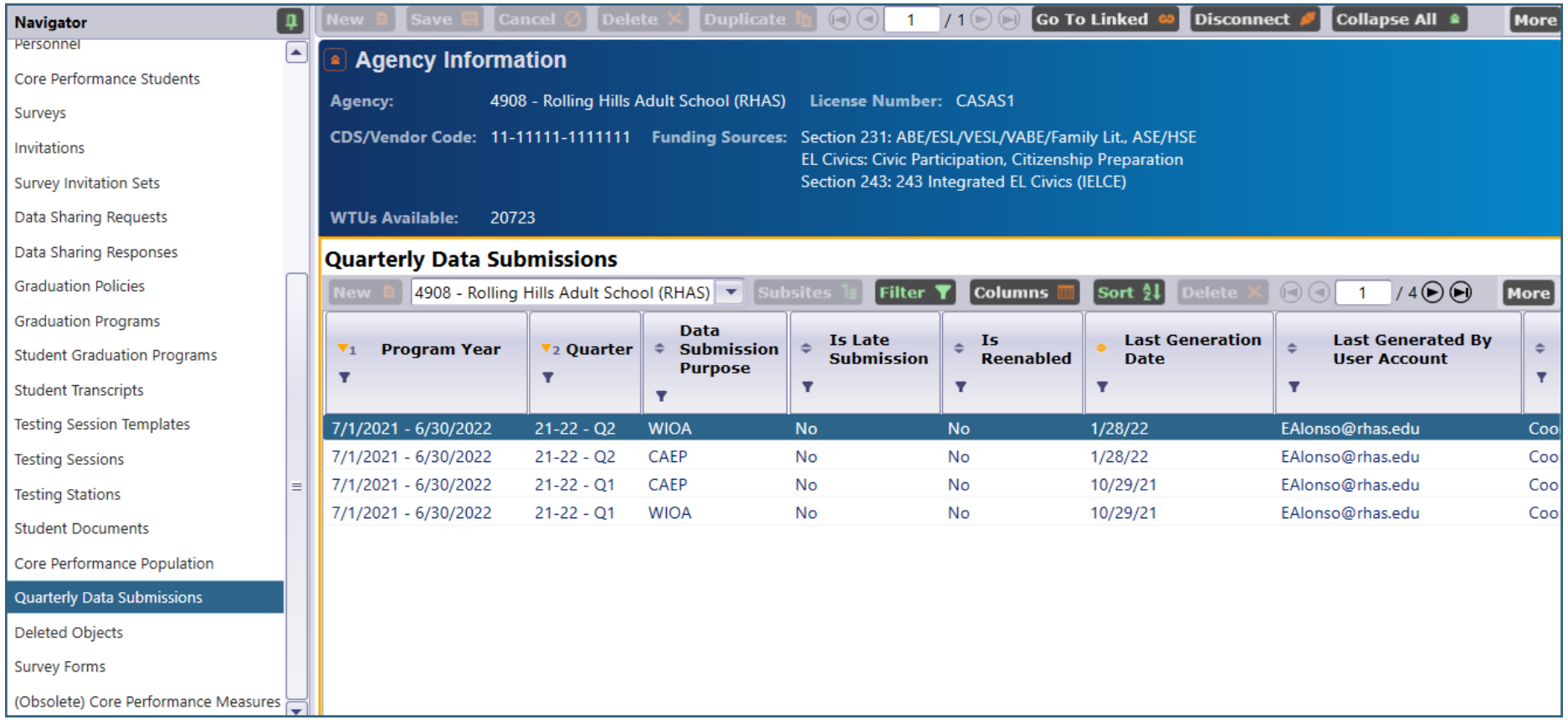
6. **Export** and save submitted reports for your records



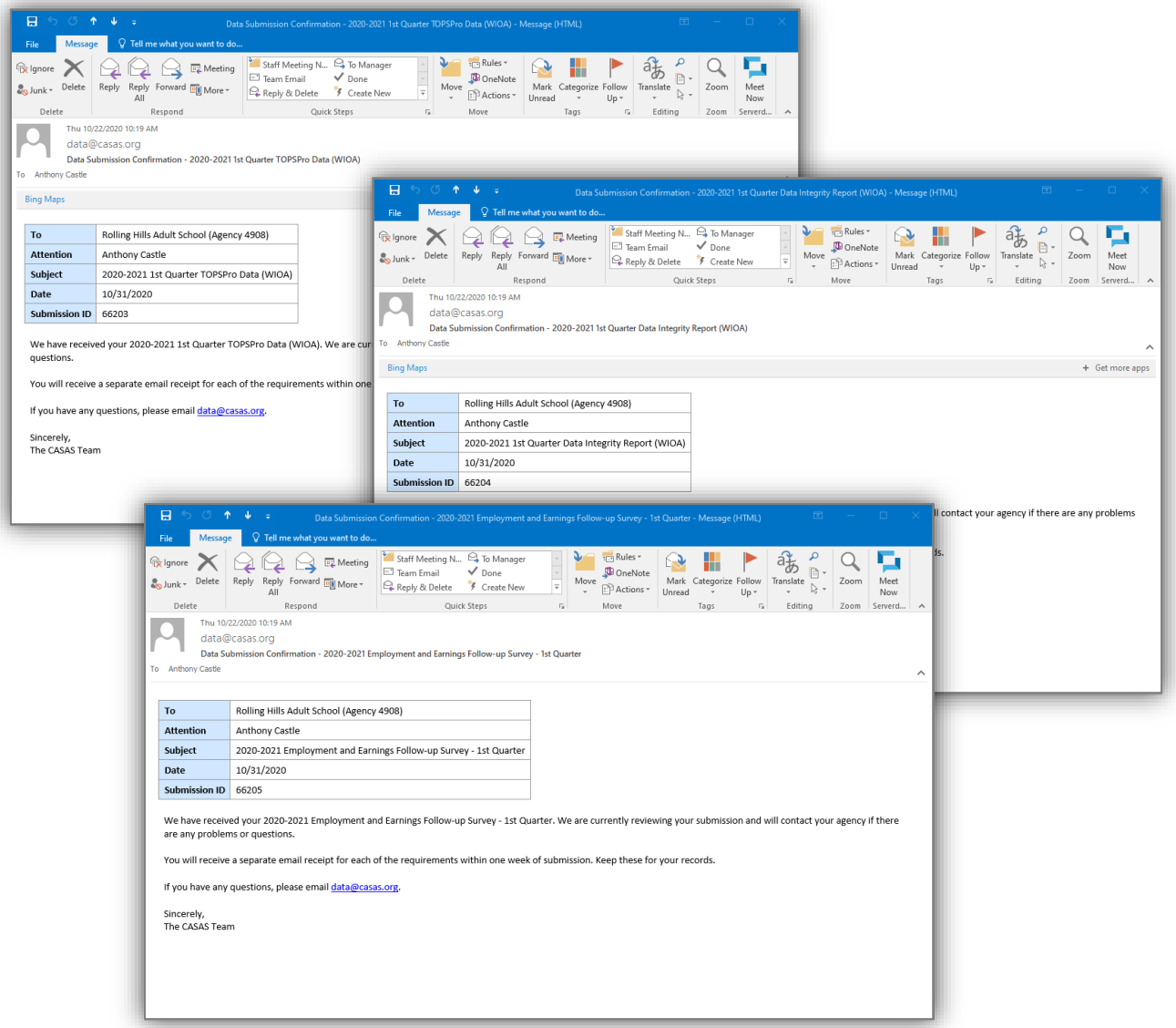
NOTE: For Quarters 1 through 3, agencies are only allowed to submit **one time** for each purpose. For End-of-Year submissions, the Wizard will allow agencies to resubmit. Call Tech Support to re-enable EoY Data Submission Wizard

Confirm Your Data Submission

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



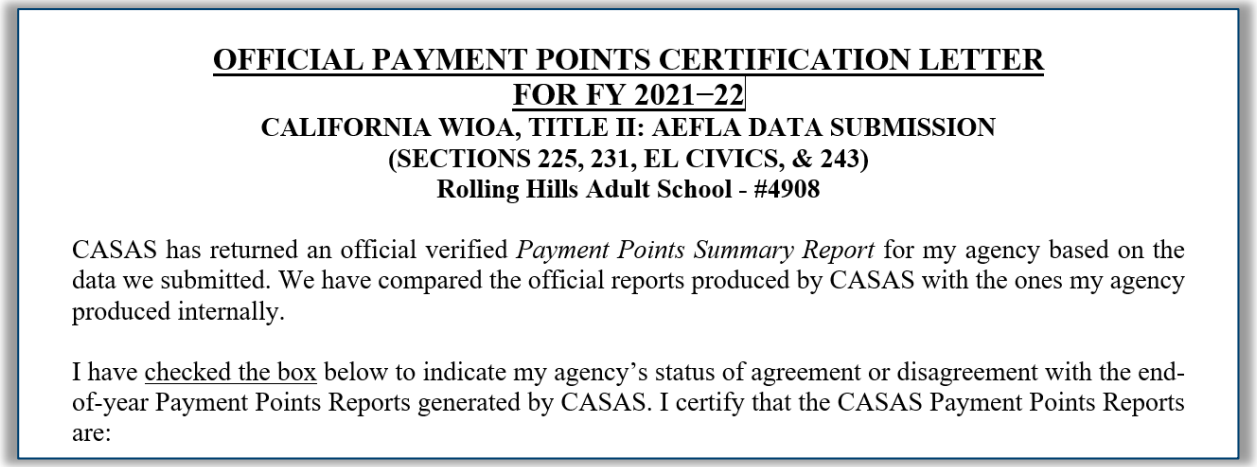
Data Submission Confirmation Emails



- 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

Official Payment Points Certification Letter

- Your primary contact will be emailed the *Official Payment Points Certification Letter*
  - This letter is sent after CASAS does a manual review of your data
  - The letter is not sent automatically and will come from a CASAS staff member.
- The Certification letter is due **August 1st**
- Review your Certification letter in detail and email a signed copy to capm@casas.org
- Always keep a copy for your records.



OFFICIAL PAYMENT POINTS CERTIFICATION LETTER FOR FY 2021–22

CALIFORNIA WIOA, TITLE II: AEFLA DATA SUBMISSION (SECTIONS 225, 231, EL CIVICS, & 243)

Rolling Hills Adult School - #4908

CASAS has returned an official verified *Payment Points Summary Report* for my agency based on the data we submitted. We have compared the official reports produced by CASAS with the ones my agency produced internally.

I have checked the box below to indicate my agency's status of agreement or disagreement with the end-of-year Payment Points Reports generated by CASAS. I certify that the CASAS Payment Points Reports are:

Final Expenditure Claim Report

Final Expenditure Claim Report

- Final Expenditure Claim Report –DUE: **August 1, 2022**
- Download it or complete online: https://caadultedreporting.org/adulted/
- Signature required
- For assistance, contact http://www.otan.us

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

- **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

THANK YOU FOR PARTICIPATING!

Martha Perez

Tech Support | Trainer

techsupport@casas.org

Be CASAS Connected

Use #AdultEdu and #CASAScommunity to connect.

Facebook.com/CASASsystem

@CASASsystem

CASASAssessment

www.casas.org

casas@casas.org

1-800-255-1036