

# WIOA, Title II: AEFLA Data Submission Guidelines

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# Overview

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

## **B. Data Review**

- a. Prepare Data
- b. National Reporting System (NRS) Data Integrity Report (DIR)

## **C. 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 4<sup>th</sup> Quarter TOPSpro® Enterprise (TE) Data
- ✓ Adult Education Personnel Information
- ✓ EoY 4<sup>th</sup> 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

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

## EoY TOPSpro® Enterprise (TE) Data

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

## EoY NRS Data Integrity Report (DIR)

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- Quarterly Data Submission Wizard

## Payment Points Summary Report and EoY Certification Letter

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- Quarterly Data Submission Wizard

## Adult Education Personnel Information

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- Enter personnel information **electronically in TE**

# Data Review

# Fourth Quarter EoY TOPSpro® Enterprise (TE) Data

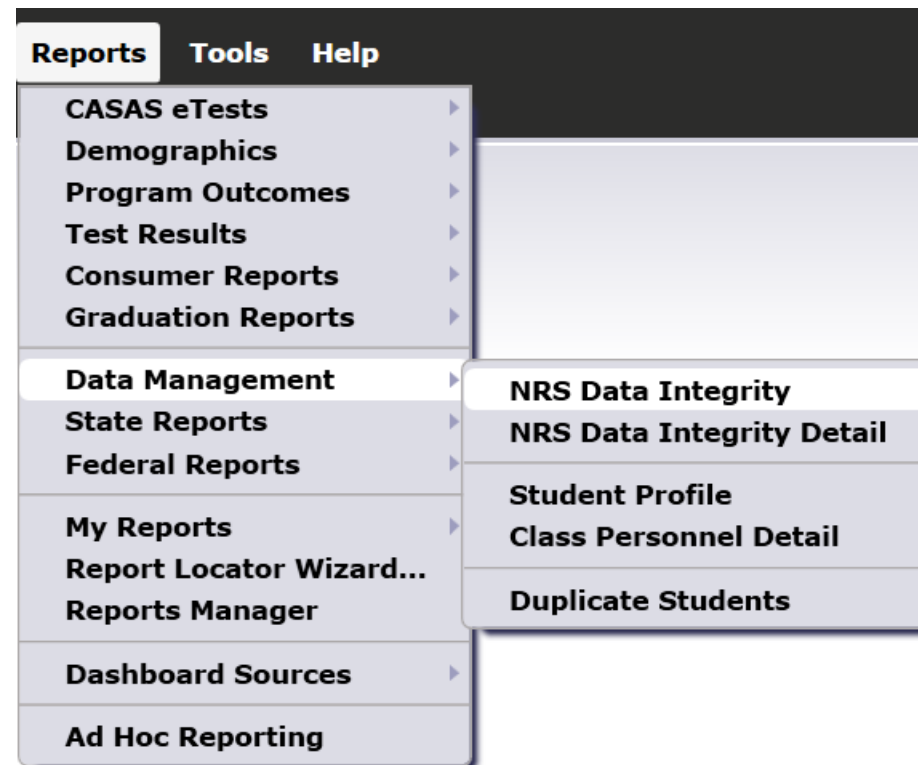
## Quick Checklist:

- ☒ 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



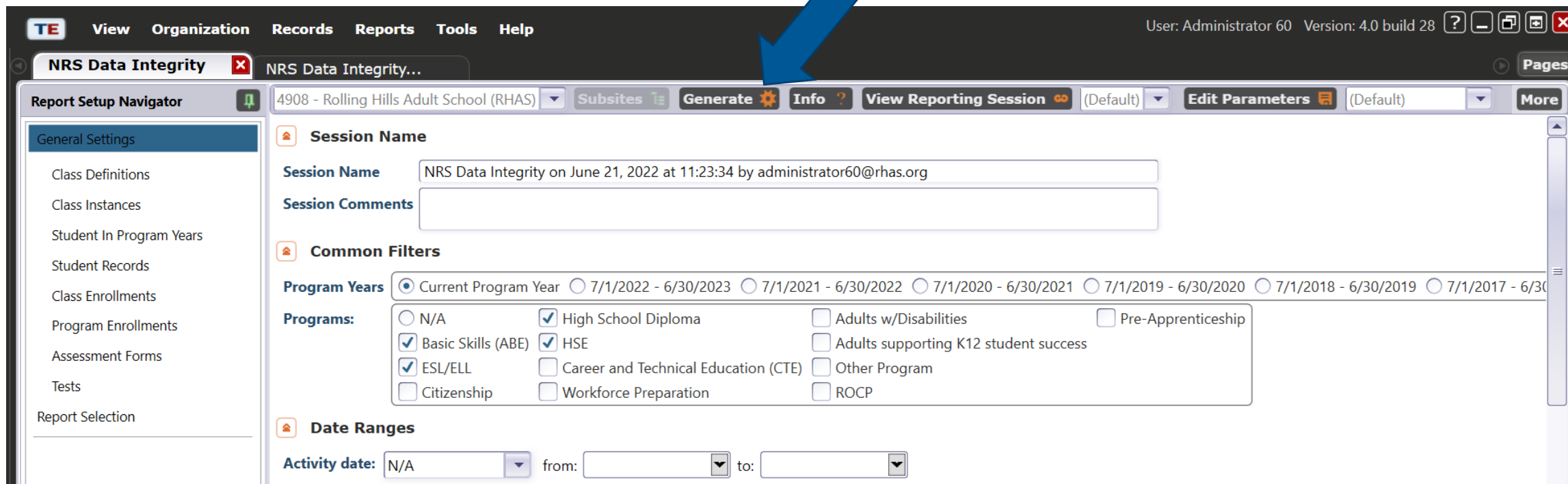
# National Reporting System (NRS) Data Integrity Report (DIR)

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





# NRS Data Integrity Report



The screenshot shows the CASAS NRS Data Integrity Report interface. A large blue arrow points to the 'Generate' button in the top navigation bar. The interface 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 displays the 'Session Name' as 'NRS Data Integrity on June 21, 2022 at 11:23:34 by administrator60@rhas.org' and 'Session Comments'. Below this is the 'Common Filters' section with 'Program Years' (Current Program Year selected) and 'Programs' (Basic Skills (ABE), ESL/ELL, High School Diploma, HSE, Career and Technical Education (CTE), Workforce Preparation, Adults w/Disabilities, Adults supporting K12 student success, Other Program, ROCP, Pre-Apprenticeship). The 'Date Ranges' section shows 'Activity date' as 'N/A' with 'from' and 'to' date pickers.

TE View Organization Records Reports Tools Help User: Administrator 60 Version: 4.0 build 28 ? [Icons]

NRS Data Integrity [X] NRS Data Integrity... [Pages]

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

**General Settings**

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

**Session Name**

Session Name: NRS Data Integrity on June 21, 2022 at 11:23:34 by administrator60@rhas.org

Session Comments: [Text Area]

**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 - 6/30/2020 ☐ 7/1/2018 - 6/30/2019 ☐ 7/1/2017 - 6/30/2016


**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 [Dropdown] from: [Date Picker] to: [Date Picker]

# NRS Data Integrity Report



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	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
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

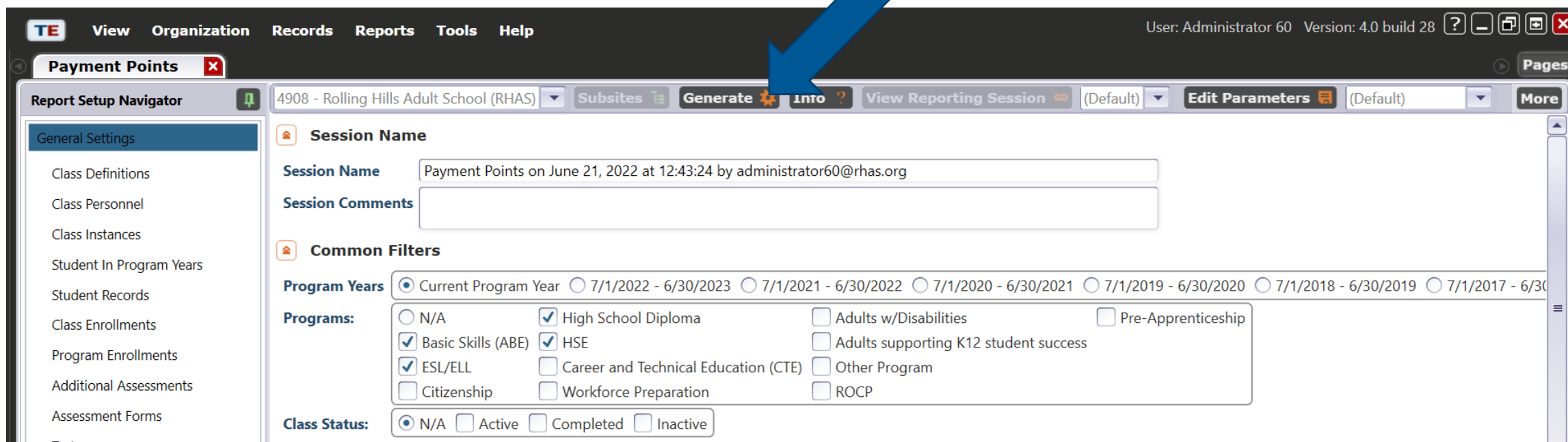
The screenshot shows the CASAS web application interface. At the top, there are three tabs: **Reports**, **Tools**, and **Help**. The **Reports** tab is selected, and a dropdown menu is open. The menu items are as follows:

- CASAS eTests
- Demographics
- Program Outcomes
- Test Results
- Consumer Reports
- Graduation Reports
- Data Management
- State Reports** (highlighted)
- Federal Reports
- My Reports
- Report Locator Wizard...
- Reports Manager
- Dashboard Sources
- Ad Hoc Reporting

From the **State Reports** item, a sub-menu is open for **California**. This sub-menu contains the following items:

- CAEP Tables
- CAEP Barriers to Employment
- CAEP Data Integrity
- CAEP Program Hours
- Core Performance Population
- CAEP Employment and Earnings Survey
- CAEP Employment and Earnings Survey Summary
- CAEP Quarterly Survey Results
- Payment Points** (highlighted)
- Student Gains
- EL Civics Additional Assessment Detail
- EL Civics Additional Assessment Summary
- Payment Points Data Integrity
- EL Civics Immigrant Integration Indicators (I-3)
- EL Civics I-3 Summary
- CDE Table 7A

# Payment Points Summary Report



The screenshot displays the CASAS TE interface for generating a Payment Points Summary Report. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator 60' and the version is '4.0 build 28'. The 'Payment Points' tab is active, showing a 'Report Setup Navigator' on the left with options like 'General Settings', 'Class Definitions', 'Class Personnel', 'Class Instances', 'Student In Program Years', 'Student Records', 'Class Enrollments', 'Program Enrollments', 'Additional Assessments', and 'Assessment Forms'. The main area is titled '4908 - Rolling Hills Adult School (RHAS)' and contains a 'Generate' button, an 'Info' button, and a 'View Reporting Session' button. The 'Generate' button is highlighted with a large blue arrow. Below the buttons, the 'Session Name' field is populated with 'Payment Points on June 21, 2022 at 12:43:24 by administrator60@rhas.org'. The 'Session Comments' field is empty. The 'Common Filters' section includes 'Program Years' (set to 'Current Program Year'), 'Programs' (with checkboxes for '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', and 'ROCP'), and 'Class Status' (set to 'N/A').

TE View Organization Records Reports Tools Help User: Administrator 60 Version: 4.0 build 28

Payment Points

Report Setup Navigator

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

**Session Name**

Session Name: Payment Points on June 21, 2022 at 12:43:24 by administrator60@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 - 6/30/2020 ☐ 7/1/2018 - 6/30/2019 ☐ 7/1/2017 - 6/30/2016

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

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



# Payment Points Summary Report



06/21/2022  
12:45:09

## Payment Points Summary

Page 1 of 2  
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

The screenshot shows the CASAS web application interface. At the top, there are three tabs: **Reports**, **Tools**, and **Help**. The **Reports** tab is selected, and a dropdown menu is open. The menu items are as follows:

- CASAS eTests
- Demographics
- Program Outcomes
- Test Results
- Consumer Reports
- Graduation Reports
- Data Management
- State Reports** (highlighted)
- Federal Reports
- My Reports
- Report Locator Wizard...
- Reports Manager
- Dashboard Sources
- Ad Hoc Reporting

From the **State Reports** item, a sub-menu is open for **California**. This sub-menu contains the following items:

- CAEP Tables
- CAEP Barriers to Employment
- CAEP Data Integrity
- CAEP Program Hours
- Core Performance Population
- CAEP Employment and Earnings Survey
- CAEP Employment and Earnings Survey Summary
- CAEP Quarterly Survey Results
- Payment Points** (highlighted)
- Student Gains
- EL Civics Additional Assessment Detail
- EL Civics Additional Assessment Summary
- Payment Points Data Integrity
- EL Civics Immigrant Integration Indicators (I-3)
- EL Civics I-3 Summary
- CDE Table 7A

# Payment Points Monitor Report

**TE** View Organization Records Reports Tools Help

**Payment Points** [X]

Report Setup Navigator [G]

4908 - Rolling Hills Adult School (RHAS) [v] Subsites [G] **Generate** [G]

**General Settings**

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

**Report Selection**

**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 Monitor Report



06/21/2022  
19:04:32

## Payment Points Monitor

Page 1 of 2  
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										Instr. Hours			
																Pretest					Post-test					Gain	U	T	D
																Form	Score	Level	Site - Class		Form	Score	Level	Site - Class					
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.

The screenshot displays the TE system interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator 60'. The main content area is titled '4908 - Rolling Hills Adult School (RHAS)'. The left sidebar, labeled 'Navigator', lists various options: 'Edit / View', 'Sites', 'Test Administrations', 'Program Years' (highlighted with a blue arrow), 'Users', 'Access Groups', 'Registered Students', 'Students by Program Year', 'Class Definitions', 'Personnel', 'Core Performance Students', 'Surveys', 'Invitations', 'Survey Invitation Sets', 'Graduation Policies', and 'Graduation Programs'. The main area shows 'Agency Information' for '4908 - Rolling Hills Adult School (RHAS)' with a 'License Number: CASAS1'. Below this, the 'Program Years' section is visible, showing a table of funding sources and program years. A blue arrow points to the 'Program Years' section, and another blue arrow points to the '7/1/2021 - 6/30/2022' row in the table.

Funding Sources	Program Year
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation	7/1/2015 - 6/30/2016
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation	7/1/2016 - 6/30/2017
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation	7/1/2017 - 6/30/2018
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation	7/1/2018 - 6/30/2019
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation	7/1/2019 - 6/30/2020
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation	7/1/2020 - 6/30/2021
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation; Section 2...	7/1/2021 - 6/30/2022
	7/1/2022 - 6/30/2023

# Adult Education Personnel Information

TE View Organization Records Reports Tools User: Administrator 60 Version: 4.0 build 28

Agencies 4908 - Rolling Hil... 4908 - Rolling Hil... Pages

Navigator Edit / View

- Core Performance Students
- Surveys
- Invitations
- Survey Invitation Sets
- Additional Assessments
- Core Performance Population
- Quarterly Data Submissions
- (Obsolete) Core Performance Measures

New Cancel Delete Duplicate 7 / 8 Go To Linked Disconnect Section List Collapse All (Default) Edit Schema Design Mode More

Adult Education Personnel

Function / Job Type	Part-time Personnel	Full-time Personnel	Unpaid Volunteers
Local-level Administrative/Supervisory/Ancillary Services	1	4	0
Local Teacher	30	0	0
Local Counselor	1	1	0
Local Paraprofessional	6	0	0

Function / Age Group	16-18	19-24	25-44	45-54	55-59	60+
Local-level Administrative/Supervisory/Ancillary Services	0	0	0	0	0	0
Local Teacher	0	0	0	0	0	0
Local Counselor	0	0	0	0	0	0

Function / Federal Race	American Indian or Alaska Native	Asian	Black or African American	Hispanic / Latino	Native Hawaiian or Other Pacific Islander	White	More than one Race
Local-level Administrative/Supervisory/Ancillary Services	0	0	0	0	0	0	0
Local Teacher	0	0	0	0	0	0	0
Local Counselor	0	0	0	0	0	0	0

Function / Gender	Male	Female	Non-binary
Local-level Administrative/Supervisory/Ancillary Services	0	0	0
Local Teacher	0	0	0
Local Counselor	0	0	0

Teachers' Years of Experience in Adult Education

Experience	Part-time Teachers	Full-time Teachers
Less than one year	3	0
One to three years	12	0
More than three years	15	0

Teacher Certification

Certificate	Part-time Teachers	Full-time Teachers
No certification	0	0
Adult Education Certificate	3	0
K-12 Certification	24	0
Special Education Certification	3	0

# 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

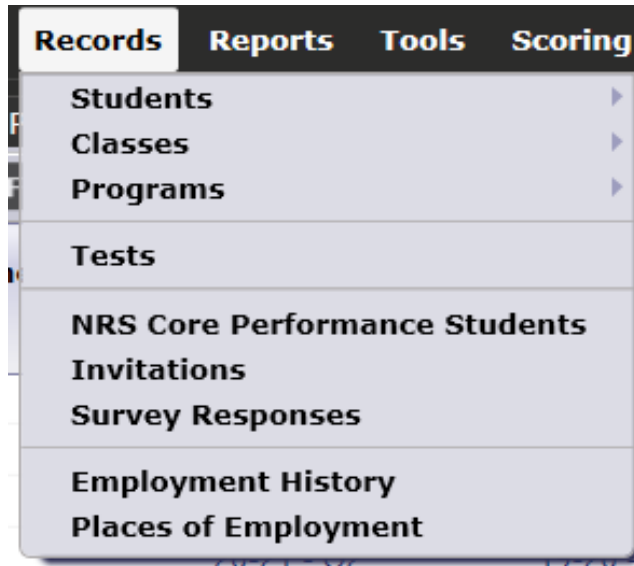
Selected Exit Quarter: ☐ 3 ☒ 4



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](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):**

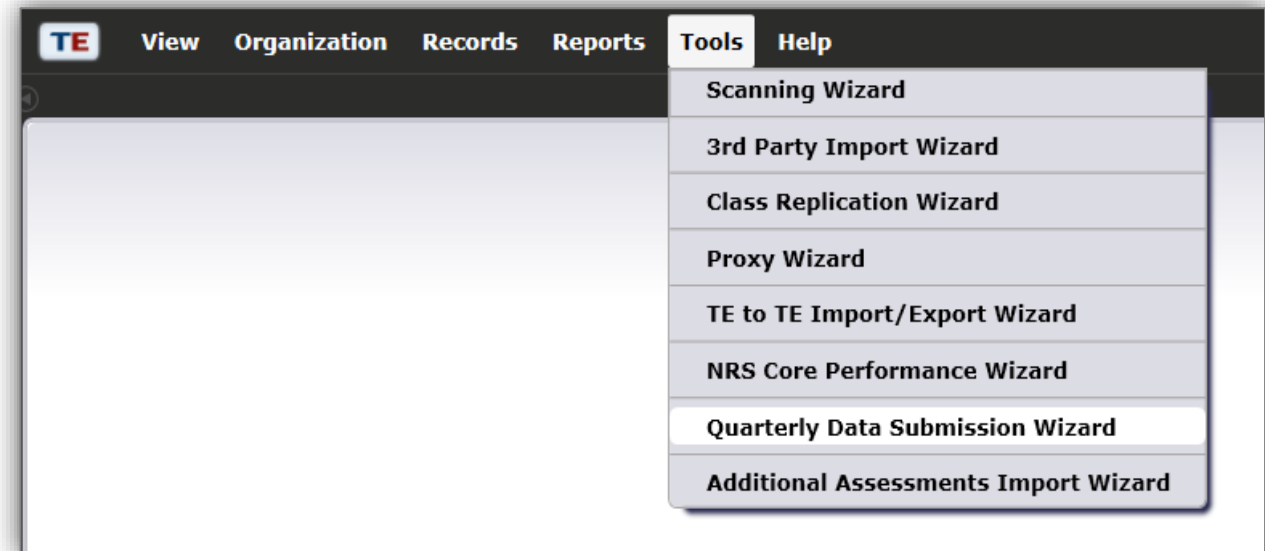
- Quarterly TOPSpro Enterprise Data
- CAEP DIR
- CAEP Summary Report

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](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 Submissions, edit the record for the quarter 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

Quarterly Data Submission Wizard

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

You can choose between:

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

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

Selected Program Year/Quarter: 7/1/2021 - 6/30/2022, Q4

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

06/21/2022 19:21:59

**NRS Data Integrity** by Agency

Page 1 of 3 NRS DIR2

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	83	655	572	28	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	81	618	537	26	0	0

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	4	1%								
02	Less than 12 Hours of Instruction	245	40%	167	31%	17	65%	0	0%	0	0%
02a	Zero or Empty Hours of Instruction	133	22%	50	9%	15	58%	0	0%	0	0%
02b	Total hours between 1-11 hours	112	18%	117	22%	2	8%	0	0%	0	0%
03	No Highest Year of School/Degree Earned	3	0%								
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'										

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

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.

CAEP Duties:

- ☒ Reviewed and corrected flagged data in CAEP DIR
- ☒ CAEP Summary Report

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

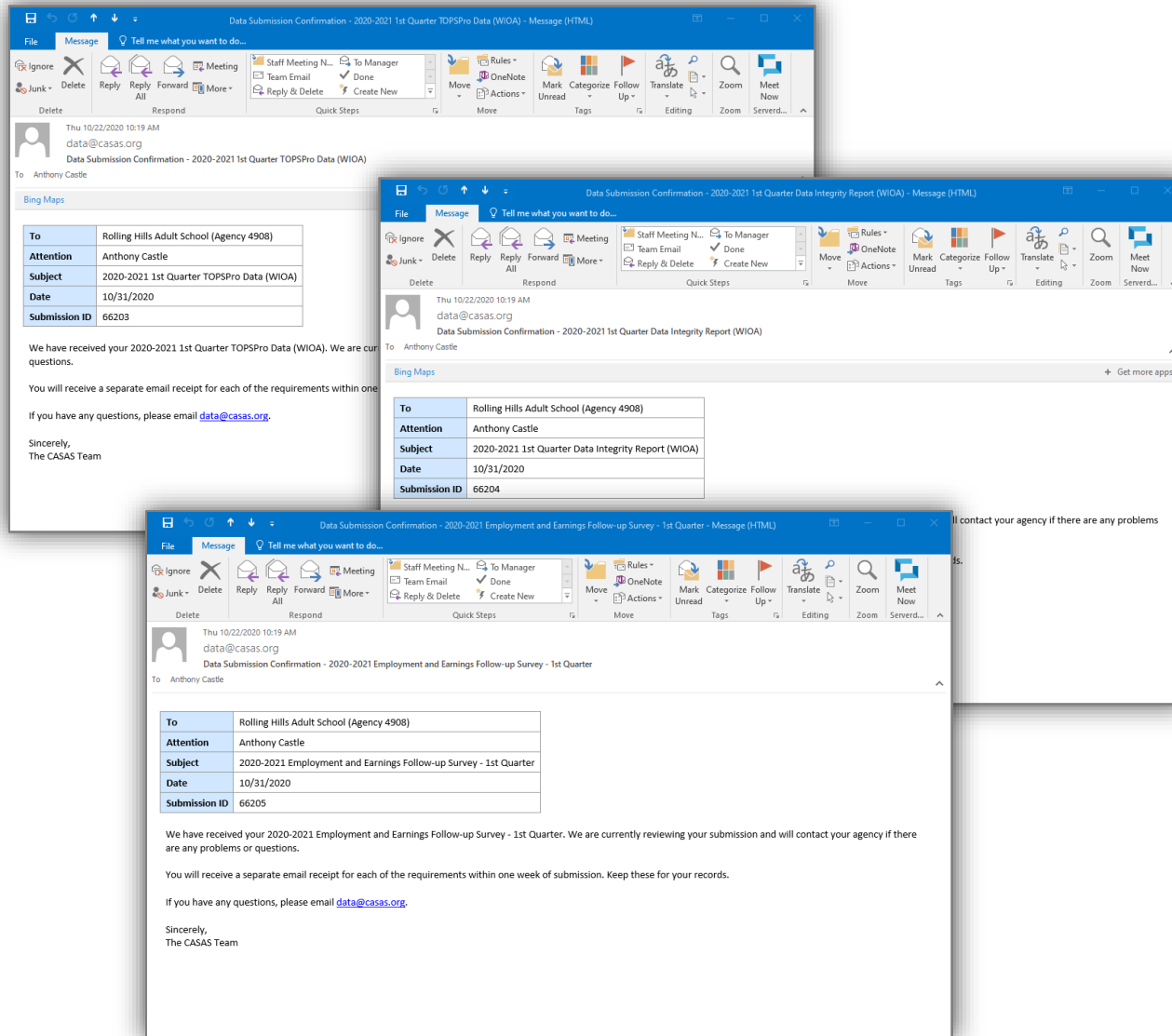
CDS/Vendor Code: 11-11111-111111 Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE  
EL Civics: Civic Participation, Citizenship Preparation  
Section 243: 243 Integrated EL Civics (IELCE)

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)

# 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 1<sup>st</sup>**
- Review your Certification letter in detail and email a signed copy to [capm@casas.org](mailto: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](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](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**

Tech Support | Trainer  
[techsupport@casas.org](mailto:techsupport@casas.org)

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



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



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

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

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

1-800-255-1036