

WIOA, Title II: AEFLA Data and CAEP Data Submission Guidelines for 2022-23 Program Year

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. California Adult Education Program (CAEP) Data Integrity Report (DIR)

C. Data Submission

- a. Employment and Earnings Follow-up Survey
- b. Quarterly Data Submission Wizard

D. WIOA, Title II Funded Agencies Only

- a. Payment Points Summary Report
- b. End Of Year Certification Letter
- c. Adult Education Personnel Information
- d. 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, 2022, to June 30, 2023:**

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

DUE July 15, 2023

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

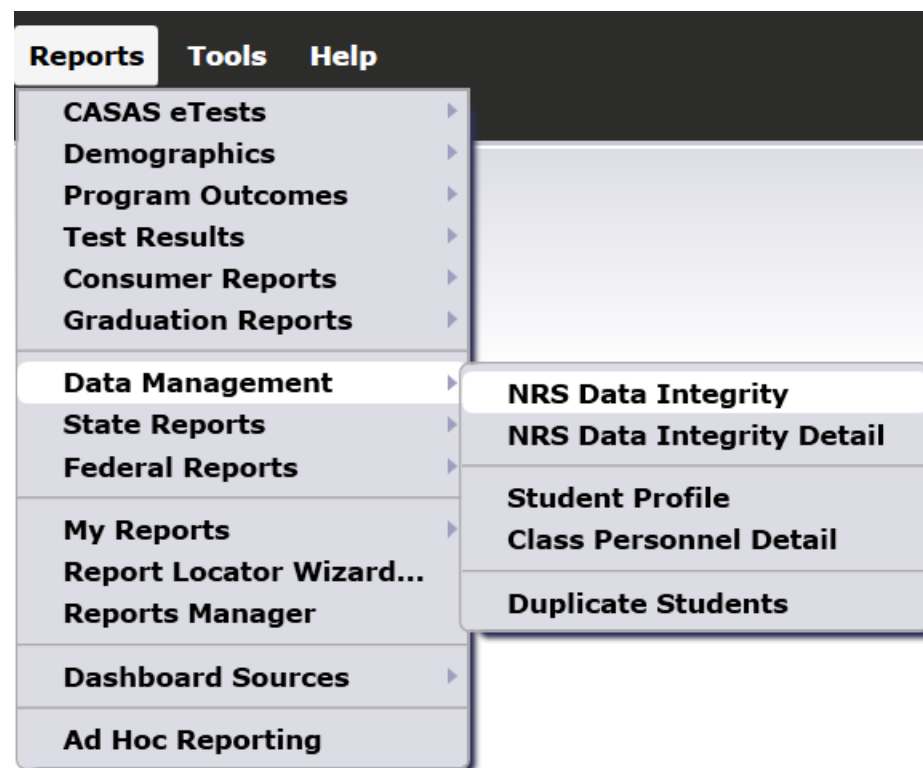
Quick Checklist:

- ☐ 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



TE View Organization Records Reports Tools Help User: Administrator 60 Version: 4.0 build 39

NRS Data Integrity

Report Setup Navigator 4908 - Rolling Hills Adult School (RHAS) Subsites Generate Info View Reporting Session (Default) 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 28, 2023 at 06:24:15 by administrator60@rhas.org

Session Comments:

Common Filters

Program Years: ☒ Current Program Year ☐ 7/1/2023 - 6/30/2024 ☐ 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 - 6/30/2017

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

CASAS

NRS Data Integrity

06/28/2023
06:24:23

by Agency

Page 1 of 3
NRSDIR2

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2022-2023

| Summary Information | Without PoP | 2022-2023 | PoP 1 | PoP 2 | PoP 3 | PoP 4 |
|---|-------------|-----------|-------|-------|-------|-------|
| Total WIOA Title II Learners | 77 | 650 | 573 | 28 | 0 | 0 |
| Learners Concurrently Enrolled in High School/K12 | 2 | 37 | 35 | 2 | 0 | 0 |
| Total Learners eligible for WIOA Title II | 75 | 613 | 538 | 26 | 0 | 0 |

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

Note: If a student has no hours, and also no tests – then that student will qualify for WIOA II, but not officially register for a PoP.

NRS Data Integrity Report

- The NRS Data Integrity has the same drill down options as NRS Table 4, and a couple DIR specific options as well

| Item | Description | Last PoP or Current Enrollment | | PoP 1 | |
|------|---|--------------------------------|-----|-------|---|
| | | # | % | # | % |
| 01 | Missing Birthdate or outside 16-110 | 17 | 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 |

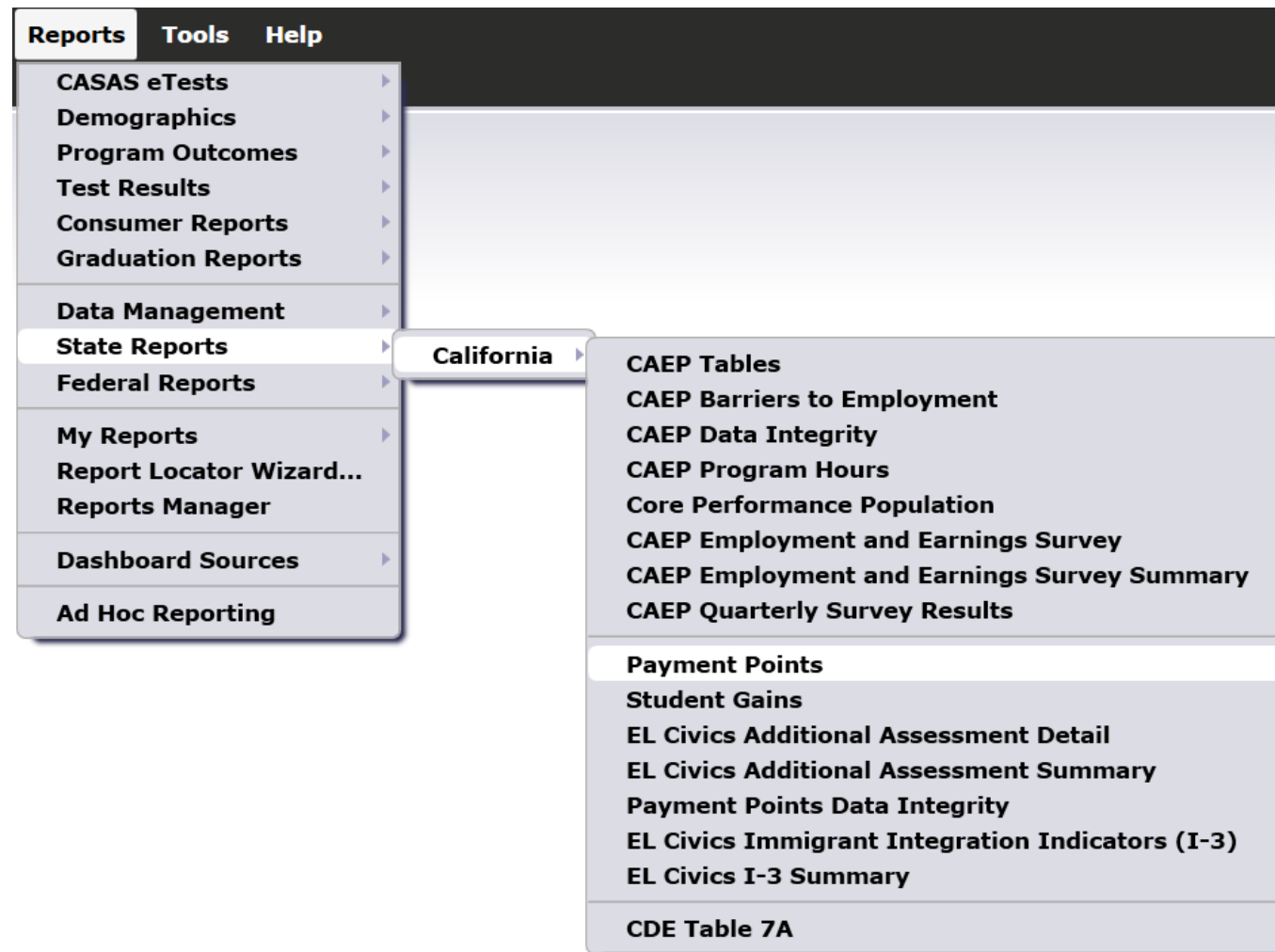
- **Items 11-16** detail NRS specific conditions such as criteria for exit and periods of participation.

NRS Data Integrity Report – Specific Items

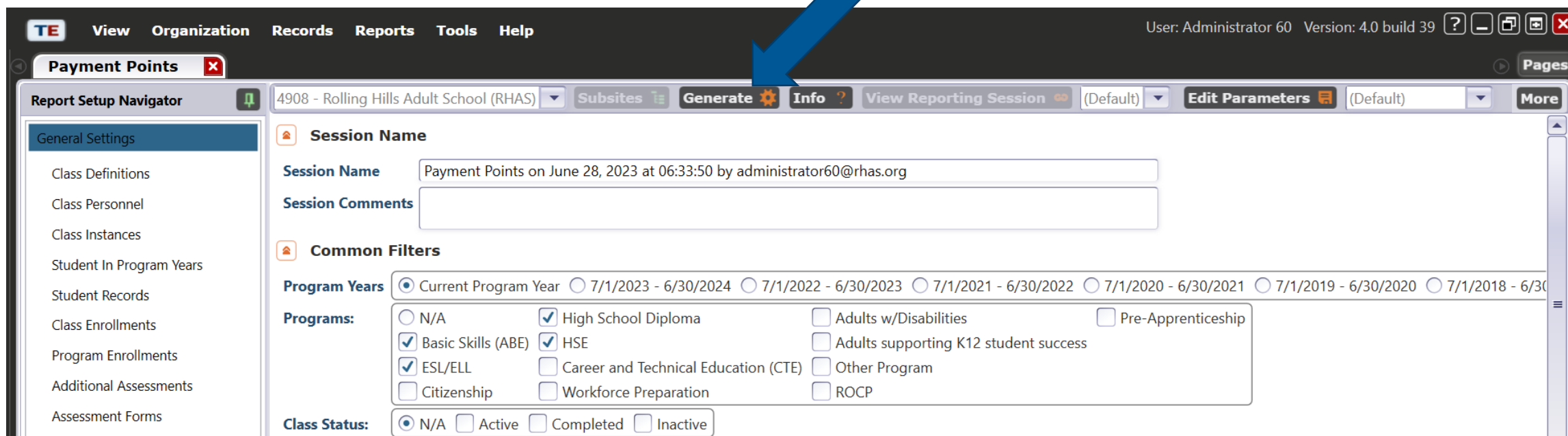
| | |
|------|---|
| 17 | No Primary Goal |
| 18 | No Secondary Goal |
| 19 | At least one Barrier to Employment |
| 19a | Multiple Barriers to Employment |
| 19b | No Barriers to Employment |
| 20 | Co-enrolled in WIOA Titles I, III, or IV |
| 21 | Pretest in any area in the conservative estimate range |
| 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 |
| 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



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 39'. 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, which is highlighted by a large blue arrow. Other buttons include 'Subsites', 'Info', 'View Reporting Session', 'Edit Parameters', and 'More'. The 'Session Name' field is populated with 'Payment Points on June 28, 2023 at 06:33:50 by administrator60@rhas.org'. The 'Session Comments' field is empty. The 'Common Filters' section includes 'Program Years' (Current Program Year selected), '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, Pre-Apprenticeship, ROCP, Citizenship), and 'Class Status' (N/A selected).

TE View Organization Records Reports Tools Help User: Administrator 60 Version: 4.0 build 39

Payment Points

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

General Settings

Class Definitions

Class Personnel

Class Instances

Student In Program Years

Student Records

Class Enrollments

Program Enrollments

Additional Assessments

Assessment Forms

Session Name

Session Name Payment Points on June 28, 2023 at 06:33:50 by administrator60@rhas.org

Session Comments

Common Filters

Program Years ☒ Current Program Year ☐ 7/1/2023 - 6/30/2024 ☐ 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 - 6/30/2017

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



06/28/2023
06:36:52

Payment Points Summary

Page 1 of 2
PPSR17

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2022-2023

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 |

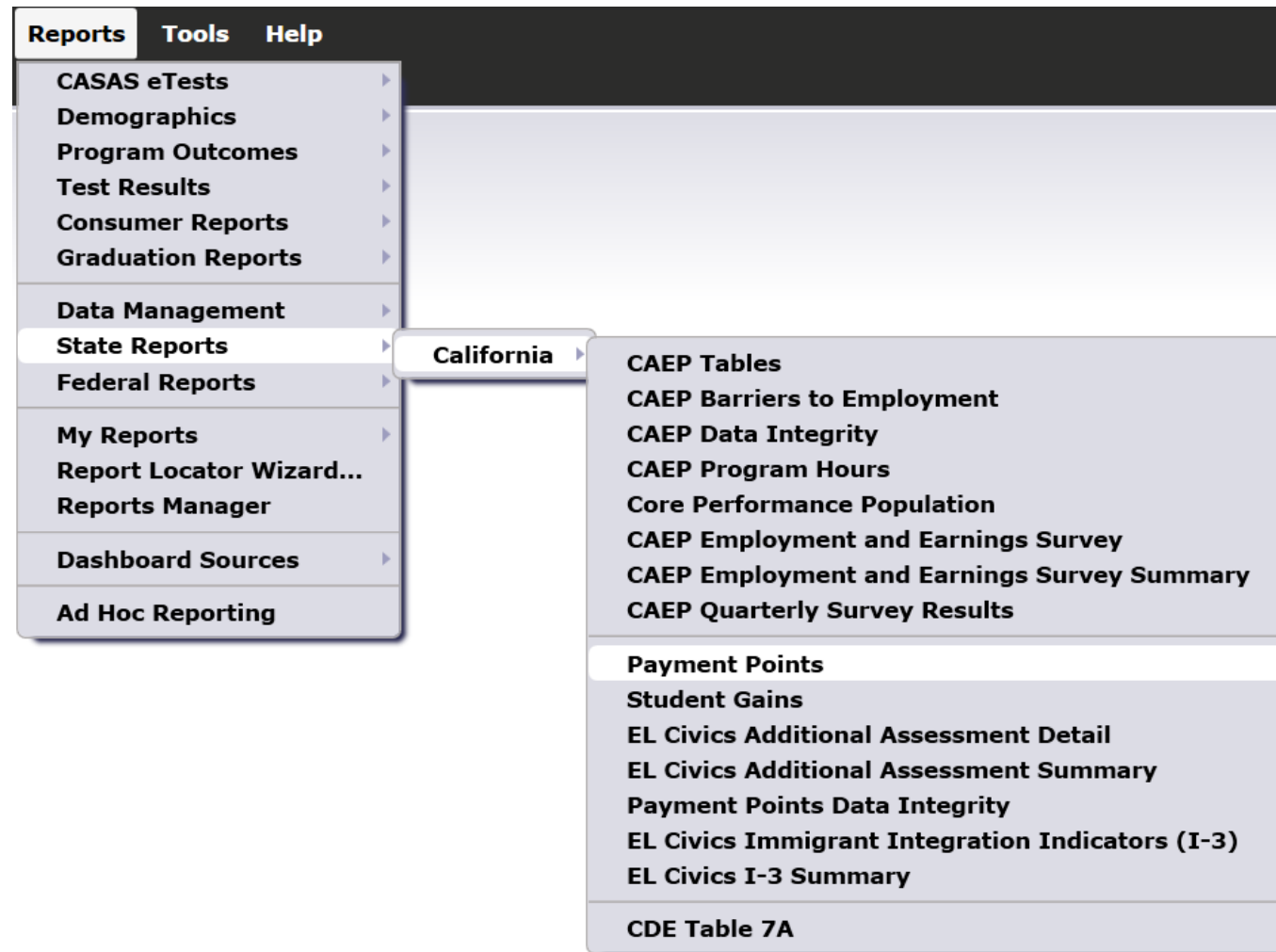
Number of unduplicated learners: 355

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

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]

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

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

Payment Points Monitor Report



06/28/2023
06:38:56

Payment Points Monitor

Page 1 of 2
PPM17

Program Year: 2022-2023

Agency: 4908 - Rolling Hills Adult School (RHAS)

| | | | | 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 | | | | | |
| DR | FA | Student | Instructional Program | | | | | | | | | | | | Form | Score | Level | Site - Class | Form | Score | Level | Site - Class | | U | T | D | | |
| 15c | 1 | Abarca, Irene Rosales | 8733254 | ESL/ELL | | | | * | | | | | | | 185R | 233 | ESL 6 | N/A | | | | | | 0 | 0 | 2 | | |
| 02 | 1 | Aivaz, Aflin Trinity | 7857996 | ESL/ELL | * | | | | | | | | | | 983L | 197 | ESL 3 | N/A | 984L | 204 | ESL 4 | N/A | 7 | 0 | 0 | | | |
| 02 | 1 | Aragon, Carson Ramirez | 7967806 | Basic Skills (ABE) | * | | | | | | | | | | 913M | 212 | ABE 3 | N/A | 914M | 223 | ABE 4 | N/A | 11 | 0 | 0 | | | |
| 15b | 1 | Arellano, Hector Delacruz | 7968462 | ESL/ELL | | | | | * | | | | | | 083R | 195 | ESL 3 | N/A | | | | | | 0 | 0 | 2 | | |
| 01 | 4 | Borja, Jilbert Martin | 8720631 | High School Diploma | * | * | | | | | | | | | 913M | 216 | ABE L6 | N/A | HS | | | N/A | -2 | 0 | 0 | 8 | | |

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

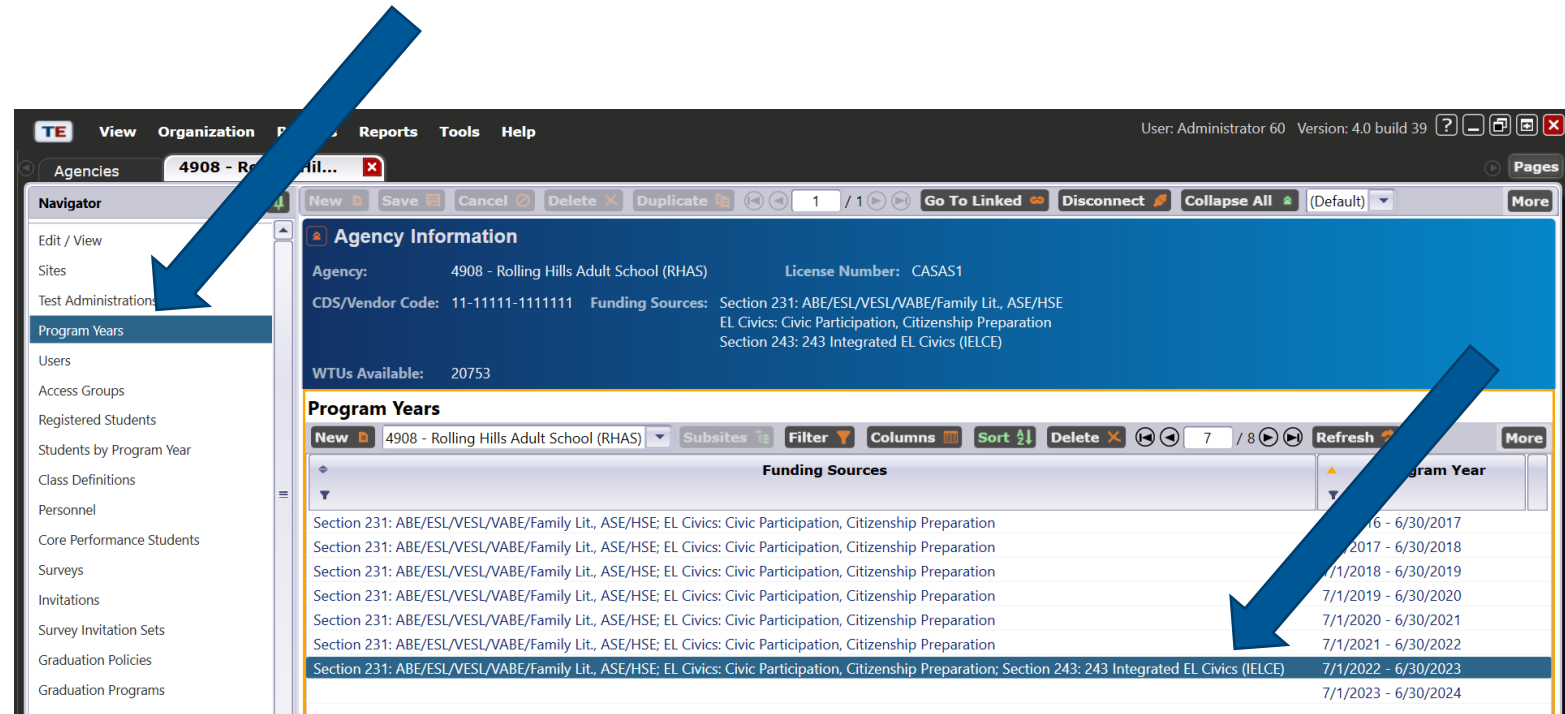
G2 = Passed HSE but no enrollment in "High School Diploma" or HSE
G4 = Passed HSE but Highest Degree Earned is HSE or higher
G5 = Mismatch between GED completion date and selected GED test

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

TE View Organization Records Reports Tools Help 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 Save Cancel Delete 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 22-23 – Q2** exit population using the NRS Core Performance Wizard



Selected Program Year: 7/1/2022 - 6/30/2023

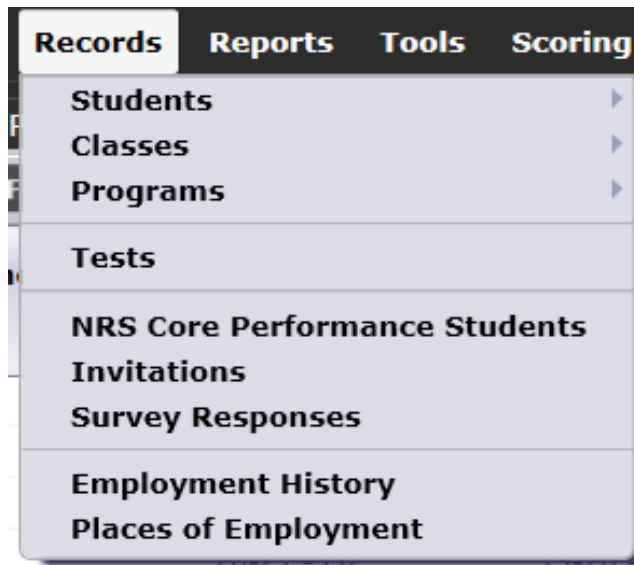
Selected Exit Quarter: ☐ 2 ☐ 3 ☒ 4



Selected Program Year: 7/1/2022 - 6/30/2023

Selected Exit Quarter: ☒ 2 ☐ 3 ☐ 4

Employment and Earnings Follow-up Survey



- 3) Send required surveys to students who exited in PY 2021-22 – Q4 and PY 2022-23 – 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-py-2022-23---q4.pdf?sfvrsn=618b365a_2?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):**

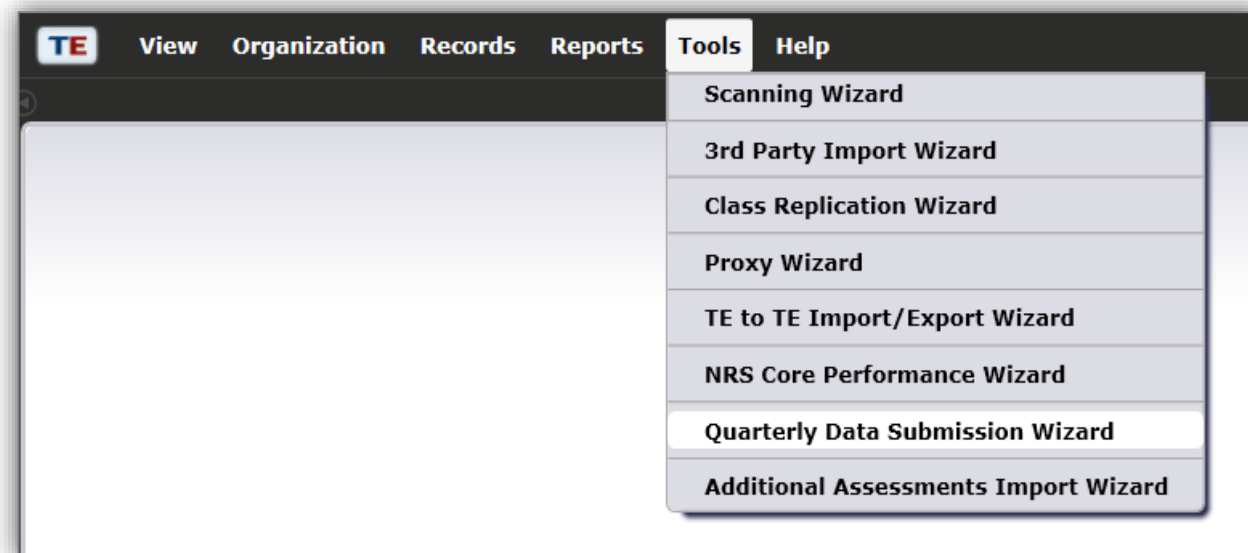
- Quarterly TOPSpro Enterprise Data
- CAEP DIR
- CAEP Summary Report

Step-by-Step Quarterly Data Submission Wizard Instructions:

https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instruction.pdf?sfvrsn=885325a_16

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: 4908 - Rolling Hills

Select Program Year: 7/1/2022 - 6/30/2023

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 default is the previous quarter.

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: 7/1/2022 - 6/30/2023

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: 7/1/2022 - 6/30/2023, Q4

Selected Data Submission Purpose: ☐ WIOA ☐ CAEP ☒ Both

Cancel << Back Next >>

Quarterly Data Submission (QDS) Wizard.

- Review all your reports and continue to click Next

Quarterly Data Submission Wizard

Export Print

06/28/2023 06:57:36

NRS Data Integrity by Agency Page 1 of 3 NRSDIR2

Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2022-2023

| Summary Information | Without PoP | 2022-2023 | 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 | 7 | 37 | 35 | 2 | 0 | 0 |
| Total Learners eligible for WIOA Title II | | | | | | |

| 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 |

Quarterly Data Submission Wizard

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06/28/2023 07:07:24

Payment Points Summary

Agency: 4908 - Rolling Hills Adult School (RHAS) Funding: ☐ 225 Fund ☒ Civic Part

Program Year: 2022-2023

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

Number of unduplicated learners: 355

Notes: Total # of Enrollees Overall is a duplicated count of students
IET = Integrated Education and Training
Not Applicable

Cancel

Quarterly Data Submission Wizard

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06/28/2023 07:07:30

CAEP Data Integrity Page 1 of 2 CAEPDI

Program Year: 2022-2023 Member: RHAS - Rolling Hills Adult School (RHAS)

Agency: 4908 - Rolling Hills Adult School (RHAS) Consortium: RH - Rolling Hills Consortium

| Summary Information | |
|--|------------|
| Students in the Services Section | 803 |
| Students not enrolled in the 7 CAEP programs | 0 |
| Marked Literacy Gains Outcome but did not have CAEP program | 0 |
| Marked HSD/HSE Outcome but did not have CAEP Program | 0 |
| Marked Post-Secondary Outcome for CAEP but did not have CAEP Program | 0 |
| Marked Employment Outcome but did not have CAEP Program | 0 |
| Marked Wages Outcome but did not have CAEP Program | 0 |
| Marked Transition Outcome but did not have CAEP Program | 0 |
| Students enrolled in the 7 CAEP programs | 803 |
| Students Concurrently Enrolled in High School/K12 | 66 |
| Students eligible for Data Integrity | 737 |

| Item Description | Item Count | Item Percent |
|--|------------|--------------|
| 01 Missing Birthdate or outside 16-110 | 2 | 0.27 % |
| 02 Less than 12 Hours of Instruction | 268 | 36.36 % |
| 02a Zero or Empty Hours of Instruction | 131 | 17.77 % |

Cancel << Back Next >>

Quarterly Data Submission (QDS) Wizard.

- Review all your reports and continue to click **Next**

Quarterly Data Submission Wizard

Export Print

06/28/2023 07:07:39 Page 1 of 2 CAEP20175

Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2022-2023
 Member: RHAS - Rolling Hills Adult School (RHAS) Consortium: RH - Rolling Hills Consortium

| Program Areas* (A) | Literacy Gains (Pre/Post) | | |
|--------------------------------|---------------------------|--------------|--------------|
| | Enrollers (B) | per/post (C) | per/post (D) |
| ESL/ELL | 106 | 124 | 15 |
| ABE/ASE | 210 | 129 | 99 |
| CTE | 30 | 26 | 21 |
| Workforce Preparation | 29 | 25 | 20 |
| Pre-Apprenticeship | 0 | 0 | 0 |
| Adults supporting K12 | 0 | 0 | 0 |
| Adults w/Disabilities | 0 | 0 | 0 |
| N/A | | | |
| Total | 475 | 304 | 225 |
| Students in 2 or more programs | 78 | 58 | 45 |
| Total unduplicated students | 367 | 220 | 159 |

*All learners in multiple programs are counted in each program in which they are enrolled.

Quarterly Data Submission Wizard

Your agency's quarterly data submission was successfully generated and recorded.

Click the **Export** button and save your reports for your agency's records.

Click the **Next** button to print your end-of-year data submission certificate for California WIOA, Title II: AEFLA.

Export **Cancel** **<< Back**

Quarterly Data Submission Wizard

END-OF-YEAR DATA SUBMISSION CERTIFICATION
 Workforce Innovation and Opportunity Act, Title II:
 Adult Education and Family Literacy Act

This certifies that the enclosed end-of-year data and reports are accurate and complete. This is the official data submission for this agency for the 22-23 program year. I certify that there are complete records to support all TOPSpro Enterprise data submitted and that all programs have been conducted in accordance with federal and state laws and regulations.

I have enclosed or submitted the following data submission requirements, checked below, to comply with the 22-23 end-of-year requirements:

- ☒ Completed Adult Education Personnel, Teachers' Years of Experience, and Teacher Certification tables
- ☒ National Reporting System (NRS) Data Integrity Report
- ☒ Payment Points Summary Report
- ☒ Completed Employment and Earnings Follow-up Survey
 - Ran NRS 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

I understand that the Comprehensive Adult Student Assessment Systems (CASAS) will return an official verified

Print **Cancel** **<< Back** **Finish**

Quarterly Data Submission (QDS) Wizard.

4. Select the ways your agency is preparing participants to respond to the Employment & Earnings survey
5. Certify that your agency has completed the listed quarterly duties
6. Click **Finish**
7. **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

Select the ways your agency is preparing participants to respond to the Employment and Earnings program surveys to increase survey response rates. This requirement **does not apply** if your data submission is for a Section 225 program.

This checklist contains four areas: **Intake & Exit** (collected on this page) and **Follow-up & Administration** (collected on the next page).

Select at least one option from any of these four areas. If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under "Other Initiatives" (see next page).

☐ Not applicable because this is a Section 225 program

Intake

- ☒ Provided "seamless" and "student"
- ☒ Emphasized importance of survey
- ☒ Ensured it is easy and comfortable
- ☒ Collected accurate Student Contact
- ☒ Tracked "at-risk" students with mu

Exit

- ☒ Developed a formal process for st
- ☒ Identified exiters and provide "wa
- ☒ Communicated with current stude

Quarterly Data Submission Wizard

Select the ways your agency is preparing participants to respond to the Employment and Earnings program surveys to increase survey response rates.

If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under "Other Initiatives".

Follow-up

- ☒ Developed an "Alumni Program" for previous students
- ☒ Considered additional emails (and other communication) to provide "reach out" and "warning" to students about follow up
- ☒ Identified optimal days and times to contact students

Administration

- ☒ Carefully considered which
- ☐ Provided more student leve
- ☒ Increased students' digital l
- ☒ Appealed to the local distri
- ☐ Other Initiatives

Other Initiatives:

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:

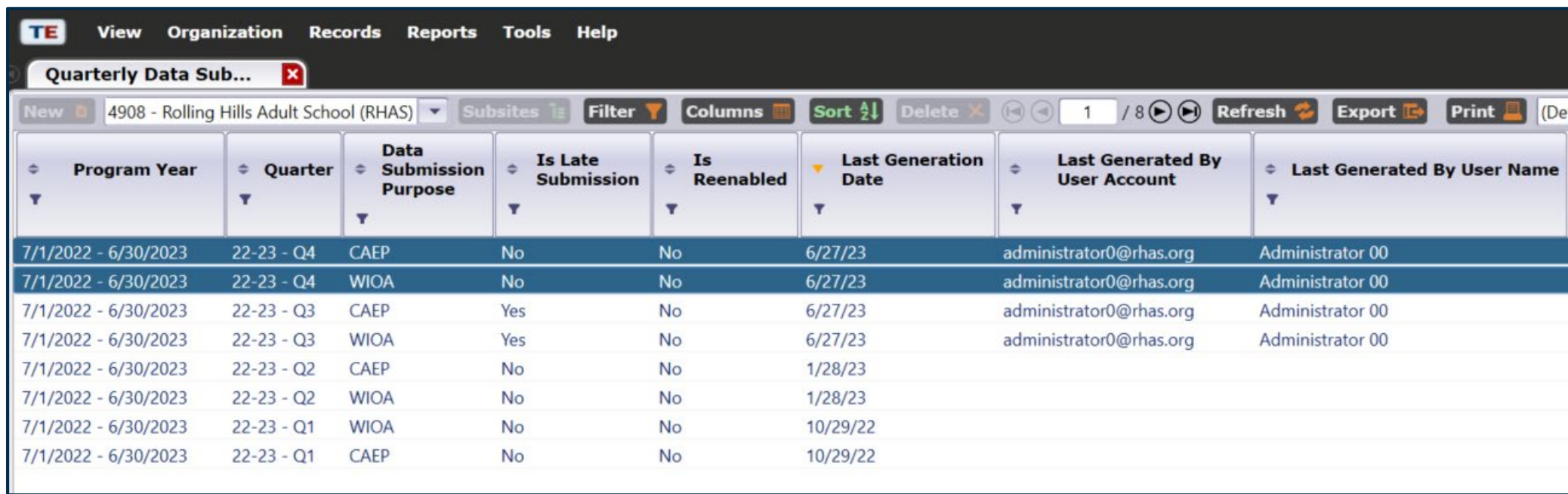
- ☒ Reviewed and corrected flagged data in CAEP DIR
- ☒ CAEP Summary Report

Comment:

Cancel << Back Finish

Confirm Your Data Submission

- ✓ Confirm your Reports have been submitted
 - **Organization > Quarterly Data Submissions**



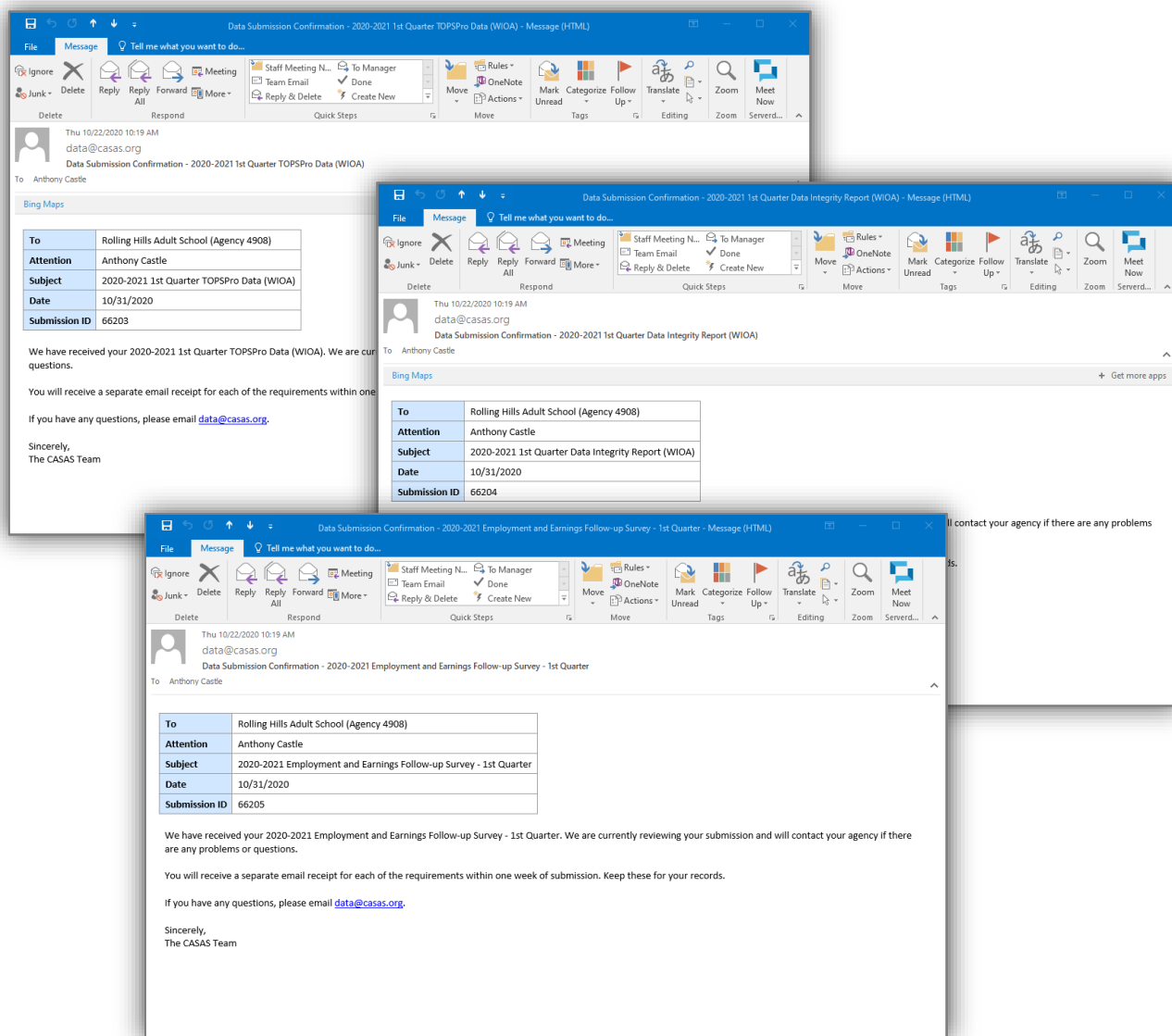
TE View Organization Records Reports Tools Help

Quarterly Data Sub...

New 4908 - Rolling Hills Adult School (RHAS) Subsites Filter Columns Sort 1 / 8 Refresh Export Print (De

| Program Year | Quarter | Data Submission Purpose | Is Late Submission | Is Reenabled | Last Generation Date | Last Generated By User Account | Last Generated By User Name |
|----------------------|------------|-------------------------|--------------------|--------------|----------------------|--------------------------------|-----------------------------|
| 7/1/2022 - 6/30/2023 | 22-23 - Q4 | CAEP | No | No | 6/27/23 | administrator0@rhas.org | Administrator 00 |
| 7/1/2022 - 6/30/2023 | 22-23 - Q4 | WIOA | No | No | 6/27/23 | administrator0@rhas.org | Administrator 00 |
| 7/1/2022 - 6/30/2023 | 22-23 - Q3 | CAEP | Yes | No | 6/27/23 | administrator0@rhas.org | Administrator 00 |
| 7/1/2022 - 6/30/2023 | 22-23 - Q3 | WIOA | Yes | No | 6/27/23 | administrator0@rhas.org | Administrator 00 |
| 7/1/2022 - 6/30/2023 | 22-23 - Q2 | CAEP | No | No | 1/28/23 | | |
| 7/1/2022 - 6/30/2023 | 22-23 - Q2 | WIOA | No | No | 1/28/23 | | |
| 7/1/2022 - 6/30/2023 | 22-23 - Q1 | WIOA | No | No | 10/29/22 | | |
| 7/1/2022 - 6/30/2023 | 22-23 - Q1 | CAEP | No | No | 10/29/22 | | |

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

- 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 2022-23

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, 2023**
- 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 2022–23:**
<https://www.cde.ca.gov/sp/ae/fg/wioa22.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.caadulthoodtraining.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 Specialist | Trainer

techsupport@casas.org

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