

CALIFORNIA ACCOUNTABILITY - WIOA, TITLE II: DATA SUBMISSION GUIDELINES

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END-OF-YEAR DATA SUBMISSION GUIDELINES 2019-2020 PROGRAM YEAR

- ▶ This training is specifically for California WIOA, Title II: AEFLA Funded Agencies.
- ▶ This training, **does not** fulfill the CDE Requirement for CASAS Implementation or CA Accountability training
- ▶ Participants will receive a copy of the presentation after the training.

WHAT REPORTS/DELIVERABLES ARE DUE? WHEN ARE THEY DUE?

These reports should include data from July 1, 2019 to June 30, 2020:

- ▶ End-of-Year TOPSpro® Enterprise (TE) Data
- ▶ Employment and Earnings Follow-up Survey
- ▶ Adult Education Personnel Information
- ▶ End-of-Year National Reporting System (NRS) Data Integrity Report (DIR)
- ▶ Payment Points Summary Report
- ▶ End-of-Year Data Submission Certification Letter
- ▶ Final Expenditure Claim Report (Check with CDE for updated submission dates)

Due July 15, 2020*

*Agencies have until August 1st to make any changes to their data and return their Official Payment Points Certification Letter

HOW TO SUBMIT THE DELIVERABLES?

❖ EOY TE Data

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

❖ Employment and Earnings Follow-up Survey

- ✓ Complete steps electronically via TE

❖ Adult Education Personnel Information

- ✓ Complete tables electronically via TE

❖ EOY NRS Data Integrity Report (DIR)

- ✓ Generate in TE
- ✓ Email NRS DIR to: capm@casas.org

❖ Payment Points Summary Report

- ✓ Generate in TE
- ✓ Email Payment Point Summary to: capm@casas.org

❖ EOY Data Submission Certification Letter

- ✓ Download from CDE website
- ✓ Sign and Email Certification to: capm@casas.org

END-OF-YEAR TOPSPRO® ENTERPRISE (TE) DATA

Quick Checklist:

- ❑ Review Class Instances
 - ❑ Focus Areas, Special Programs, Distance Learning, etc.
- ❑ Enter/Verify DAILY and UPDATE/Cumulated attendance hours
 - ❑ Verify data since COVID is being recorded as Distance Learning minutes
- ❑ Enter/Verify all assessments
 - ❑ If EL Civics funded, additional assessments
 - ❑ Verify that assessments given since COVID closure were marked as "Remote Test = YES"
- ❑ Student Information
 - ❑ Clean-up Duplicated Students
 - ❑ Hunt down missing GED ID's or HiSET IDs



UNABLE TO TEST - FORCE MAJEURE

Force Majeure

To identify students as “Force Majeure”—unable to test—for PY 2019–20, the CDE will identify two student populations.

1. All students with any attendance hours between January 1 and March 15 who also have no test records eligible for National Reporting System (NRS) reporting from March 15 to June 30.
2. All students who enrolled in NRS programs between March 15 and June 30 who also do not have any test records that qualify for NRS reporting.

Comprehensive Adult Student Assessment Systems (CASAS) TOPSpro Enterprise (TE) will populate all students meeting either of the two above criteria after the program year ends.

[Link to CDE Memorandum](#) on the CASAS Website.

EMPLOYMENT AND EARNINGS FOLLOW-UP SURVEY

To Complete the Requirement:

- 1) Prepare End-of-Year data
- 2) Save **PY 19-20 - Q2** exit population using the NRS Core Performance Wizard



Selected Program Year: 7/1/2019 - 6/30/2020
Selected Exit Quarter: 1 2 3 4



Selected Program Year: 7/1/2019 - 6/30/2020
Selected Exit Quarter: 3 4

EMPLOYMENT AND EARNINGS FOLLOW-UP SURVEY



- 3) Send required surveys to students who exited in **PY 18-19 - Q4 or PY 19-20 - 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-eoy-qtr-py-19-20.pdf?sfvrsn=dc9335a_6?Status=Master

ADULT EDUCATION PERSONNEL INFORMATION

1. In the TOPSpro® Enterprise software, under the **Organization** menu, click **Agencies**.
2. Open the record for your agency.
3. On the Navigator bar, click **Program Years**.
4. Open the record for the current (7/1/2019–6/30/2020) **Program Year**.
5. Under the **Program Year** record, enter information for Adult Education Personnel, Teacher's Years of Experience, and Teacher Certification.
6. Click **Save**

  **Funding Sources**

Funding Sources:

  **Adult Education Personnel**

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

  **Teachers' Years of Experience in Adult Education**

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

  **Teacher Certification**

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

NRS DATA INTEGRITY REPORT

- ▶ Click on **Reports > Data Management > NRS Data Integrity**
- ▶ Default Program Year should be set to **"7/1/2019 – 6/30/2020"**
- ▶ Click **Generate**
- ▶ Export > **Save as PDF** on your computer
- ▶ Send PDF attachment via email to capm@casas.org

CASAS NRS Data Integrity Page 1 of 2
by Agency NRS012

10/28/2019 07:15:55

Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2019-2020

Summary Information	Without Pop	2019-2020	Pop 1	Pop 2	Pop 3	Pop 4
Total WIOA Title II Learners	287	5,657	5,370	4,007	723	100
Learners Concurrently Enrolled in High School/K12	0	2	2	1	0	0
Total Learners eligible for WIOA Title II	287	5,655	5,368	4,006	723	100

Item Description	Last Pop or Current Enrollment	Pop 1	Pop 2	Pop 3	Pop 4	
#	#	%	#	%	#	%
01 Missing Birthdate or outside 16-110	15	0%				
02 Less than 12 Hours of Instruction	4,948	87%	1,643	31%	3,800	95%
02a Zero or Empty Hours of Instruction	4,721	83%	508	9%	3,755	94%
02b Total hours between 0-11 hours	227	4%	1,135	21%	45	1%
03 No Highest Year of School/Degree Earned	1,161	21%				
03a No Highest Year of School	1,161	21%				
03b No Highest Degree Earned	1,158	20%				
04 No Gender	18	0%				
05 No Race/Ethnicity	18	0%				
06 Total Reported Labor Force Status	5,640	100%				
06a Total 'Employed'	2,451	43%				
06b Total 'Employed with notice'	23	0%				
06c Total 'Unemployed'	2,511	44%				
06d Total 'Not in Labor Force'	655	12%				
06e Total Missing Labor Force Status	15	0%				
08 No Pretest	2,841	50%	4,867	91%	1,775	44%
09 No Post-Test	3,586	63%	5,092	95%	2,716	68%
09a No Post-Test or HSE/HSD	3,477	61%	4,955	92%	2,623	65%
09b No Post-Test and pretest below ASE High	3,560	63%	5,087	95%	3,693	67%
10a Learners with a pre-/post-test pair	1,782	32%	276	5%	1,290	32%
10b Learners with a pre-/post-test pair, but have not completed a level	675	12%	85	2%	513	13%
11a Achieved Educational Functional Level Gain with pre- and post-testing	1,107	20%	194	4%	777	19%
11b Achieved Educational Functional Level Gain with High School credits earned	78	1%	8	0%	55	1%
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0%	0	0%	0	0%
12a Passed HSE	77	1%				
12b Passed HSE but instructional program not HSE	8	0%				
12c Passed HSE but Highest Degree Earned is HSE or higher	5	0%				
13a Earned HS diploma	71	1%				
13b Earned HS diploma but instructional program not HS diploma	0	0%				
14a Learners with only One Period of Participation	1,362	24%				
14b Learners with More than One Period of Participation	4,006	71%				
14c Learners with continuous Period of Participation due to Retained in Program	1,654	29%	345	6%	1,249	31%
15a Learners with 90-97 days between Dates of Service	45	1%	2	0%	43	1%
15b Learners with 83-89 days between Dates of Service	8	0%	169	3%	65	2%
16 Learners enrolled in Integrated Education and Training (IET)	244	4%				
17 No Primary Goal	44	1%				
18 No Secondary Goal	118	2%				
19 Learners with at least one Barrier to Employment	4,421	78%				
19a Learners with Multiple Barriers to Employment	3,865	67%				
19b Learners with No Barriers to Employment	1,234	22%				
20 Learners Co-enrolled in WIOA Titles I, II, or IV	74	1%				
21 Learners with a pretest in the conservative estimate range	321	6%	39	1%	274	7%
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	1,604	28%	56	1%	1,278	32%
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	306	5%	1,998	37%	131	3%
22c Learners without a pre-/post-test pair but more than 70 hours of instruction	149	3%	1,139	21%	68	2%

Not Applicable

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PAYMENT POINTS SUMMARY REPORT

- ▶ Current year funding is based on payment points earned two years prior.
 - ▶ Payment points earned in the 2018–19 program year will be used as the basis funding in the 2020–21 program year.
- ▶ Payment points attained by passing the HSE test will be verified through a **data match**.
 - ▶ For HSE Payment Points, agencies should include the HSE ID (GED ID, HISET ID, etc.) for GED data match
- ▶ If you have any questions about these policies, contact your California Department of Education Regional Consultant.

PAYMENT POINTS SUMMARY REPORT

- ▶ Click on **Reports > State Reports > California > Payment Points**
- ▶ Default **Program Years** should be set to "7/1/2019 – 6/30/2020"
- ▶ Click **Generate**
- ▶ Export > **Save as PDF** on your computer
- ▶ Send PDF attachment via email to capm@casas.org

CASAS Payment Points Summary Page 1 of 2
PPS&I7

07/07/2020 13:11:06

Agency: 4908 - Rolling Hills Adult School (RHAS) Funding: 225 Funding 231 Funding
 Program Year: 2019-2020 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	%	N
225/231	Basic Skills (ABE)	642	479	269	41.9	6	0.9	1	0.2											276	
	ESL	2,118	1,682	1,114	52.6	8	0.4	0	0.0											1,122	
	Adult Secondary Education	916	638	406	44.3	44	4.8	61	6.7											511	
EL Civics (231)	Civic Participation	948	948							58	37.2	135	86.5								193
	Citizenship Preparation	156	156											692	73.0	171	18.0	14	1.5		877
EL Civics (243)	Integrated EL Civics (IELCE)	553	553																		
	IELCE with IET	175	175																		
Totals:		5,508	4,631	1,789	32.5	58	1.1	62	1.1	58	1.1	135	2.5								

Number of unduplicated learners: 3,698

Notes: Total # of Enrollees Overall is a duplicated count of student IET's requires Education and Training
 Not Applicable

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Received a High School Diploma		Passed Citizenship Interview Test		Passed Government & History Test		AA 1
N	%	N	%	N	%	N
<ul style="list-style-type: none"> Students - In Program Years Population Students - Records Population Programs - Enrollments Population Classes - Enrollments Population Classes - Records Population CASAS Pre/Post-tests Population EL Civics Tests Population Drill Down to Monitor Drill Down to Student Gains 						

PAYMENT POINTS SUMMARY REPORT

CASAS Payment Points Summary Audit Page 1 of 1
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Agency: 4908 - Rolling Hills Adult School (RHAS) Funding: 225 Funding 231 Funding
Program Year: 2019-2020 Civic Participation Citizenship Preparation 243 IELCE

Run Statistics	
Number selected	5658
Number included in report	3787

Dropped from entire report	Duplicated Cases		Unduplicated Cases	
	#	%	#	%
01 Missing birthdate or age outside of 16-130	16	0.28	16	0.28
02 Less than 12 hours of instruction	1,861	32.89	1,813	32.71
03 Concurrently enrolled in High School/K12				
04 No Gender				
05 No Ethnicity/race				
Number Dropped from entire report				

CASAS Payment Points Data Integrity Page 1 of 2
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Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2019-2020

Run Statistics	
Students selected:	5658
Students dropped from PP reports:	1871
Students dropped due to missing enrollment in a WIDA II class:	194
Students Concurrently Enrolled in High School/K12:	3
Students included in Payment Point DB:	5656

Payment Point DIR Item	#	%
01 Missing Birthdate or outside 16-130	16	0.28
02 Less than 12 Hours of Instruction	1,860	32.89
02a Zero or Empty Hours of Instruction	796	14.07
02b Total hours between 1-11 hours	1,064	18.81
	1,362	20.54
	1,362	20.54
	1,159	20.49
	3	0.05
	0	0.00
	19	0.34
	19	0.34

CASAS Payment Points Data Flags Page 1 of 1
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Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2019-2020

Run Statistics	
Students selected:	5658
Students dropped from report:	1871
Students dropped due to missing enrollment in a WIDA II class:	194
Students included in report:	3787

Items for Follow-up (helpful for PP attainment)		
C Completed Level	#	%
C1 Passed HSE and earned HSE PP but did not complete a level	9	0.24
C2 Earned HS diploma PP but did not complete a level	4	0.11
C3 EFL placement in ASE High	141	3.72
C4 EFL placement in ASE High but did not earn HS diploma or HSE	61	1.61
C5 EFL placement in ASE High and earned HS diploma or HSE	80	2.11
G Passed HSE	#	%
G1 Passed HSE	61	1.61

OFFICIAL PAYMENT POINTS CERTIFICATION LETTER

- ▶ CASAS will email agencies the final Official Payment Points Report and Certification Letter for 2019–20 PY once the CASAS has received all Data Submission requirements.
- ▶ Please verify, complete, and sign the Official Payment Points Certification Letter.
- ▶ Email a copy of the letter to: capm@casas.org
- ▶ Save the hard copy of your Certification for your records

OFFICIAL PAYMENT POINTS CERTIFICATION LETTER

FOR FY 2019–20

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

ROLLING HILLS ADULT SCHOOL - # XXXX|

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 and initialed next to 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:

- Accurate and complete** and are thus the 2019–20 program year official data submission for this agency
- Not accurate and complete, but we are working with CASAS** and will resubmit our official data submission for this agency for the 2019–20 program year per the deadline listed below.
- Not accurate and complete.** This agency is protesting the results because there are discrepancies between this agency's data submission and the reports generated by CASAS. I will be contacting my CDE Regional Consultant and requesting technical support from CASAS in order to resolve this discrepancy before the deadline below.

I also certify that our agency retains records to support all TOPSpro® Enterprise data submitted and that all programs have been conducted in accordance with Federal and State laws and regulations.

MUST BE SUBMITTED BY AUGUST 1, 2020

FINAL QUARTER EXPENDITURE CLAIM REPORT

- ▶ Final Quarter Expenditure Claim Report
- ▶ Download it or complete online:
<https://caadultedreporting.org/adulted/>
- ▶ Signature required
- ▶ For assistance, contact <http://www.otan.us>

OTHER DATA SUBMISSION REMINDERS

- ▶ Section 225 – Jail Program Data is submitted under a separate agency designation
- ▶ Your agency's Primary Contact for CASAS will receive confirmation of your deliverables via email once deliverables are processed
- ▶ If you have changes to your Primary Contact, Online Main Point of Contact, EL Civics Primary and other staff changes, email contactinfo@casas.org

DUE DATES FOR DATA AND DOCUMENT SUBMISSION 2019-2020

- ▶ **CDE/OTAN website:**

<https://www.cde.ca.gov/sp/ae/fg/wioa19.asp>

- ▶ **End-of-Year Data Submission Instructions:**

<https://www.cde.ca.gov/sp/ae/fg/wioa19eoyinst.asp>

- ▶ **End-of-Year Data Submission Certification Letter:**

<https://www.cde.ca.gov/sp/ae/fg/documents/wioa19eoycertltr.pdf>

CASAS RESOURCES

CASAS Technology Support Team

- ▶ Phone: 1-800-255-1036, Option 2
- ▶ Email: techsupport@casas.org
- ▶ Hours: Monday-Friday, 6:00 am to 5:00 pm

Other Resources:

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

QUESTIONS?



THANK YOU FOR PARTICIPATING!