

# WIOA, Title II: AEFLA and CAEP Data Submission Guidelines

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- **Overview of Data Submission Requirements**
- **Data Review**
  - Prepare Data
  - National Reporting System (NRS) Data Integrity Report (DIR)
  - California Adult Education Program (CEP) Data Integrity Report (DIR)
- **Data Submission**
  - Employment and Earnings Follow-up Survey
  - Quarterly Data Submission Wizard
- **WIOA, Title II Funded Agencies only**
  - Third Quarter Expenditure Claim Report
  - Continuous Improvement Plan
  - Integrated English Literacy and Civics Education Report and Plan
  - Recertification for Citizenship Interview Test
  - Final COAAP Selections

# Overview of Data Submission Requirements

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# WHAT and WHEN deliverables are due?

- There reports should include data from **July 1, 2023, to March 31, 2024:**

Deliverable	Required for WIOA, Title II	Required for CAEP
Third Quarter Data, TOPSpro® Enterprise	Y	Y
Data Integrity Report	Y	Y
Third Quarter Expenditure Claim Report	Y	
Employment and Earnings Follow-up Survey	Y	Y
Continuous Improvement Plan (CIP)	Y	
Integrated English Literacy and Civics Education Report and Plan	Y	
Recertification for Citizenship Interview Test	Y	
Final COAAP Selections	Y	

**DUE April 30, 2024**

- **Employment and Earnings Follow-up Survey**
  - Complete steps electronically via TE
  - Nothing to send to CASAS
- **3rd Quarter TOPSpro® Enterprise (TE) Data**
  - Enter data electronically via TE only
  - Nothing to send – Data already hosted on our Online Server
- **3rd Quarter NRS Data Integrity Report (DIR)**
  - Quarterly Data Submission Wizard
- **3rd Quarter Expenditure Claim Report**
  - Complete steps electronically in the OTAN website
- **Continuous Improvement Plan**
  - Complete and Submit the CIP on California Adult Education Online Application and Reporting
- **Integrated English Literacy and Civics Education Report and Plan**
  - Agencies with Section 243 funding must complete the EIELCE Report available on the website
- **Recertification for Citizenship Interview Test**
  - If applicable, complete the Recertification for the Citizenship Interview Test
- **Final COAAP Selections**
  - Final COAAP selections must be made at the California Civic Participation and IELCE page

# Data Review



## Quick Checklist:

### Review Class Instances

- Focus Areas, Special Programs, Distance Learning, etc.
- CTE Classes: Add CIP and Course Codes **(Required)**.

### Enter/Verify DAILY and UPDATE/Cumulated attendance hours

- Verify data. Review if you have hybrid instruction and others switched to all distance education models. Be sure that 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



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

The screenshot shows the TE (Training Evaluation) software interface for generating an NRS Data Integrity report. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator 01' and the version is '4.1 build 15'. The main window title is 'NRS Data Integrity'.

**Report Setup Navigator**

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

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

**Session Name**

Session Name: NRS Data Integrity on April 08, 2024 at 06:54:40 by administrator1@rhas.org

Session Comments: [Empty text box]

**Common Filters**

**Program Years:**  Current Program Year |  7/1/2024 - 6/30/2025 |  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

**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: [ ]





- A **Period of Participation (PoP)** begins when an individual enters the program.
- A PoP ends at program exit (90 days without service and no scheduled services).
- A PoP **does not** end when a program year ends.



## NRS Data Integrity

by Agency

Page 1 of 3  
NRSDIR2

04/08/2024  
07:05:03

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2023-2024

Summary Information	Without PoP	2023-2024	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	77	1,857	1,780	29	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	75	1,820	1,745	27	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 no tests – then that student will qualify for WIOA II, but not officially register for a PoP.

- 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		PoP
		#	%	#	%	#
01	Missing Birthdate or outside 16-110					
02	Less than 12 Hours of Instruction	23				
02a	Zero or Empty Hours of Instruction	12				
02b	Total hours between 1-11 hours	11				
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	61				
06a	Total 'Employed'	24				
06b	Total 'Employed with notice'					
06c	Total 'Unemployed'	251	41%			

- 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

- **Items 1-10** include most of the key requirements for federal reporting and drop reasons that prevent students from qualifying.

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

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 17-22** include items that don't directly contribute to results on NRS tables but represent key state and federal priorities.

17	No Primary Goal	1	0%
18	No Secondary Goal	1	0%
19	At least one Barrier to Employment	612	100%
19a	Multiple Barriers to Employment	557	91%
19b	No Barriers to Employment	0	0%
20	Co-enrolled in WIOA Titles I, III, or IV	4	1%
21	Pretest in any area in the conservative estimate range	42	7%
22a	Pre-/post-test pair in any area but less than 40 hours of instruction	36	6%
22b	No pre-/post-test pair but 40+ hours of instruction	24	4%
22bx	Pre-/post-test pair in any area, with 40+ hours of instruction	51	8%
22c	No pre-/post-test pair but 70+ hours of instruction	5	1%
22cx	Pre-/post-test pair in any area with 70+ hours of instruction	23	4%

- **Items 29-33 –NEW**, include items that are helpful in the results for Federal Table 5 and 5A, Primary Indicators of Performance - Employment & Earnings.

29	Provided SSN
30	SSN not provided
30a	SSN not provided with signed consent
30b	SSN not provided without signed consent
30c	Provided SSN without signed consent
30d	ITIN not provided
30e	Neither SSN nor ITIN are provided
30f	SSN number out of range
30g	ITIN number out of range
31	Missing Phone number
32	Missing Mobile number
33	Missing Email Address

# CAEP Data Integrity Report (DIR)

- Generate in TE: Reports > State Reports > CAEP Data Integrity Report

The screenshot displays the TE (Training Evaluation) software interface for generating a CAEP Data Integrity Report. The interface is organized into several sections:

- Navigation:** A top menu bar includes "View", "Organization", "Records", "Reports", "Tools", and "Help". A user bar on the right shows "User: Administrator 01" and "Version: 4.1 build 15".
- Report Setup Navigator:** A left sidebar lists various report categories, with "Class Enrollments" selected.
- Session Name:** A section for defining the report session, including a "Session Name" field (containing "CAEP Data Integrity on April 08, 2024 at 07:08:44 by administrator1@rhas.org") and a "Session Comments" text area.
- Common Filters:** A section for selecting filters, including "Program Years" (radio buttons for various date ranges) and "Programs" (checkboxes for various program types like "High School Diploma", "Adults w/Disabilities", etc.).
- Date Ranges:** A section for specifying the "Activity date" range, with a dropdown menu set to "N/A" and "from:" and "to:" fields.



- Summary Information indicates the number of students in the Services Section, as well as the number of students enrolled in the 7 CAEP programs.
- CAEP DIR shows CAEP specific items, but works the same as the NRS DIR.

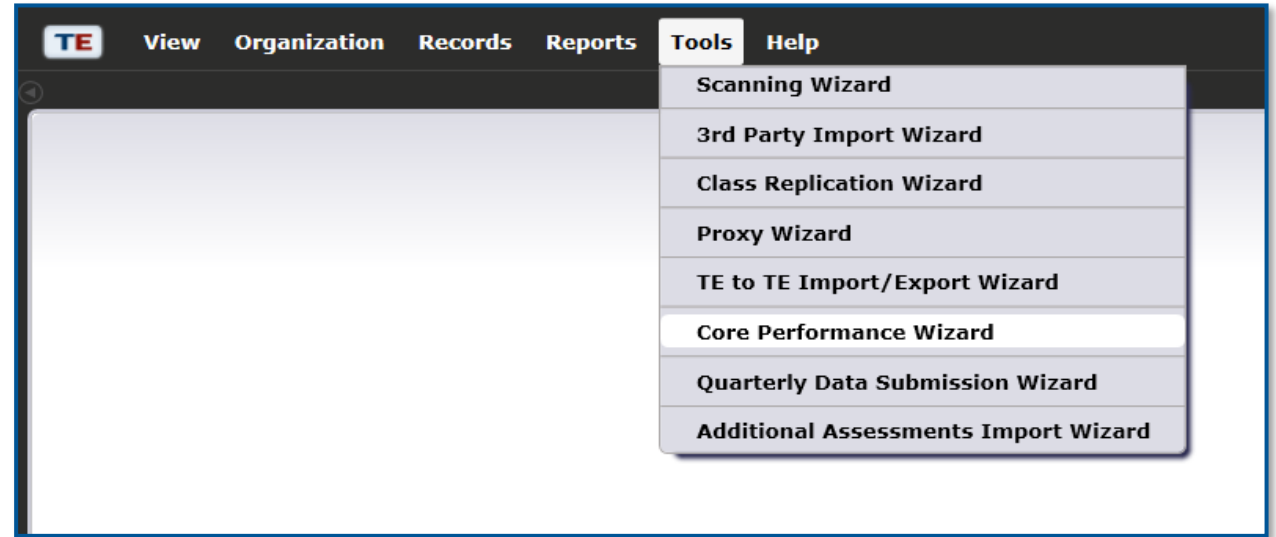
Summary Information	
Selected Students	2012
Students not enrolled in the 7 CAEP programs	0
Missing birthdate or age outside 18-110 and did not have CAEP Program	0
Marked Literacy Gains Outcome but did not have CAEP program	0
Marked HSD/HSE Outcome but did not have CAEP Program	0
Marked Post-Secondary 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	2012
Students Concurrently Enrolled in High School/K12	66
<b>Students eligible for Data Integrity</b>	<b>1946</b>

# Data Submission



## To Complete the Requirement:

1. Prepare Third Quarter data
2. Save your exit population for **PY 23-24 – Q1** using the Core Performance Wizard under **Tools > Core Performance Wizard**



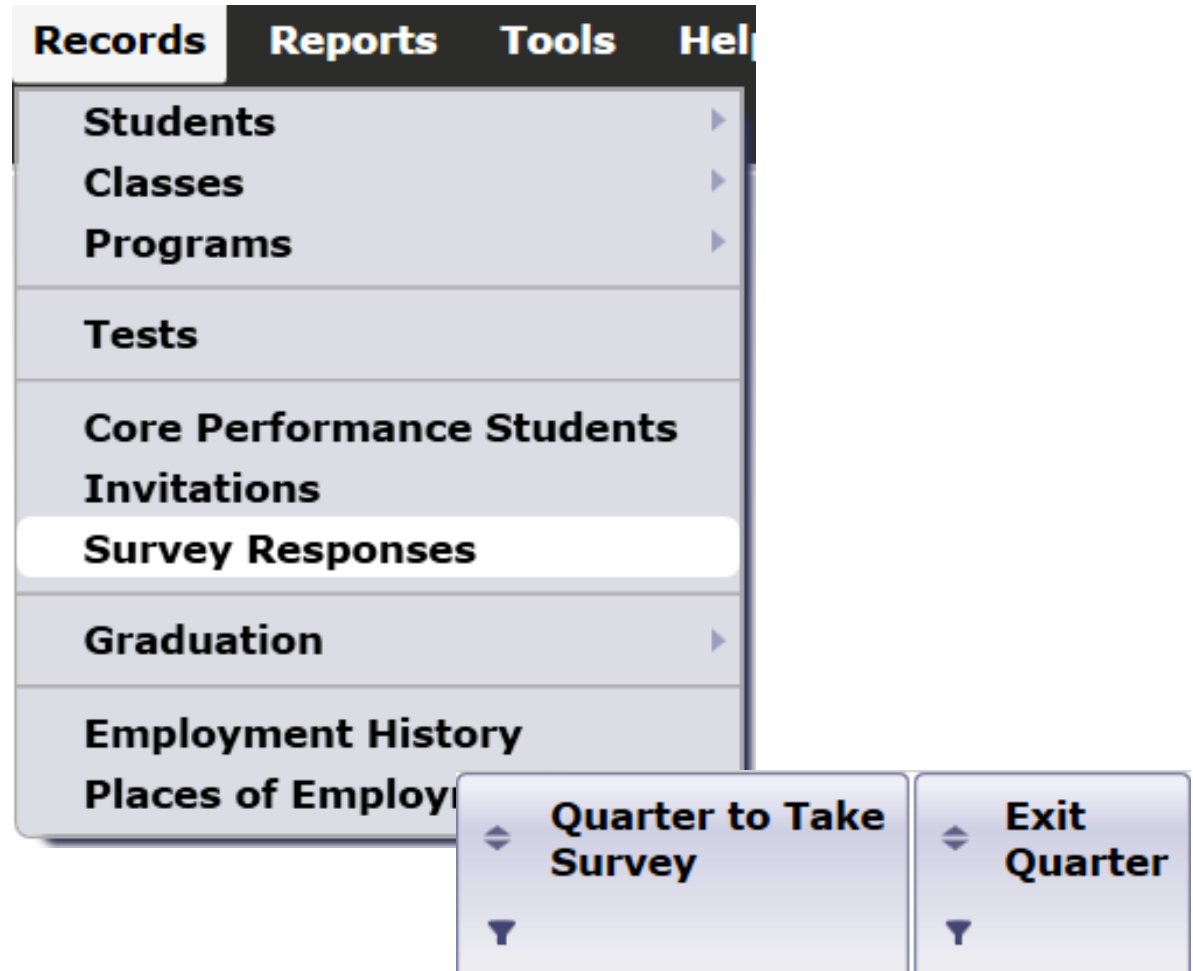
Selected Program Year: 7/1/2023 - 6/30/2024  
Selected Exit Quarter:  1  2  3  4



Selected Program Year: 7/1/2023 - 6/30/2024  
Selected Exit Quarter:  1  2  3  4

3. Send required surveys to students who exited in **PY 2023-24 – Q1 and PY 2022-23 – Q3.**
4. View and manage current quarter invitations
5. Personally contact students who don't respond

[Employment and Earnings Survey Guidelines for WIOA, Title II and CAEP](#)



Quarterly Data Submission Wizard in TOPSpro Enterprise will submit the following:

**For California WIOA, Title II: AEFLA:**

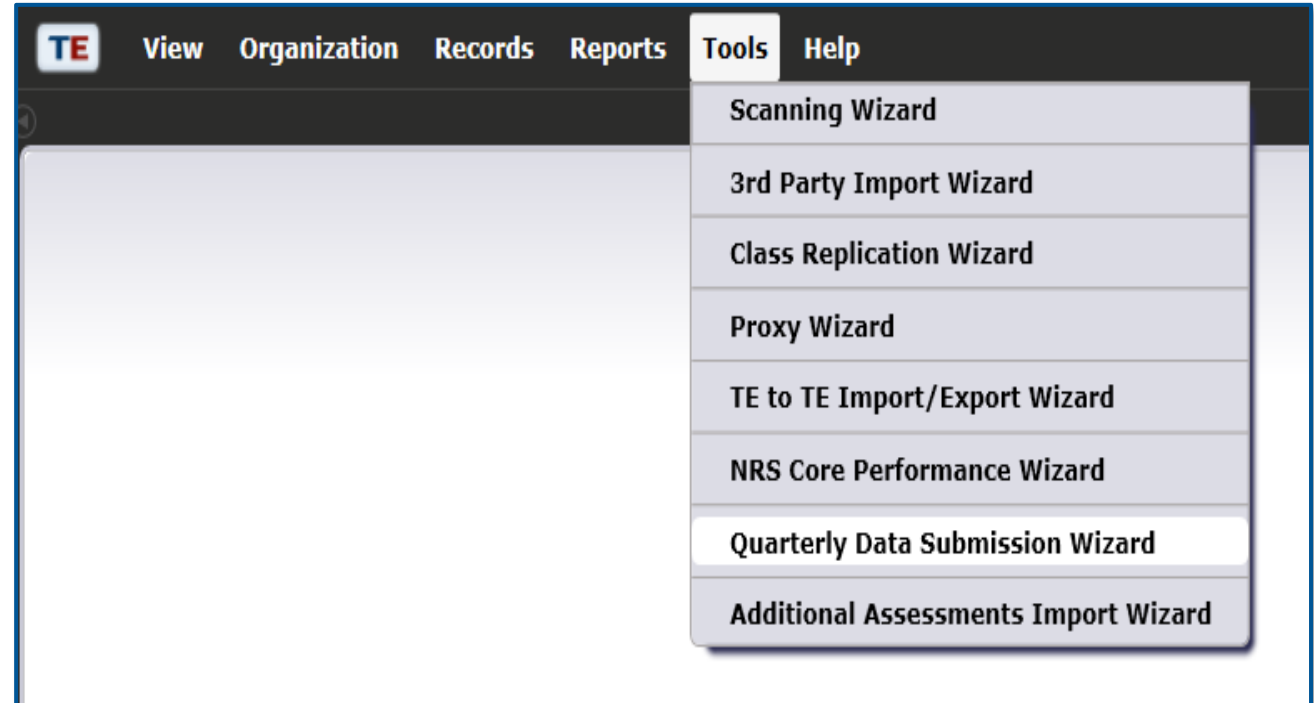
- Quarterly TOPSpro Enterprise Data
- NRS Data Integrity Report

**For CAEP (California Adult Education Program):**

- Quarterly TOPSpro Enterprise Data
- CAEP Data Integrity Report

[Step-by-Step Quarterly Data Submission Wizard Instructions](#)

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**



## 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:

Select Program Year:

Quarterly Data Submission Wizard

Please select the appropriate quarter given your selected program year, then click the **Next** button to continue.

The current quarter is selected by default, unless you selected the previous program year. If so, then the last quarter is selected by default.

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:

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

Quarterly Data Submission Wizard

Please choose the Data Submission Purpose, then click the **Next** button to continue.  
You can choose between:

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

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:

Select Data Submission Purpose:  WIOA  CAEP  Both

- 4. Review the generated reports through the Wizard.

Quarterly Data Submission Wizard

Export Print

### NRS Data Integrity

Page 1 of 3  
by Agency NRSDIR2

04/08/2024 08:51:35

**Agency:** 4908 - Rolling Hills Adult School (RHAS)      **Program Year:** 2023-2024

Summary Information	Without PoP	2023-2024	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	77	1,857	1,780	29	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	75	1,820	1,745	27	0	0

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	86	5%								
02	Less than 12 Hours of Instruction	613	34%	541	31%	18	67%	0	0%	0	0%
02a	Zero or Empty Hours of Instruction	358	20%	282	16%	15	56%	0	0%	0	0%
02b	Total hours between 1-11 hours	255	14%	259	15%	3	11%	0	0%	0	0%
03	No Highest Year of School/Degree Earned	1,209	66%								
03a	No Highest Year of School	1,209	66%								
03b	No Highest Degree Earned	1,209	66%								
04	No Gender	165	9%								
05	No Race/Ethnicity	187	10%								
06	Total Reported Labor Force Status	611	34%								
06a	Total 'Employed'	241	13%								

Cancel    << Back    Next >>

Quarterly Data Submission Wizard

Export Print

### CAEP Data Integrity

Page 1 of 3  
CAEPDI

04/08/2024 08:51:44

**Program Year:** 2023-2024      **Member:** RHAS - Rolling Hills Adult School (RHAS)  
**Agency:** 4908 - Rolling Hills Adult School (RHAS)      **Consortium:** RH - Rolling Hills Consortium

Summary Information	
Selected Students	2012
Students not enrolled in the 7 CAEP programs	0
Missing birthdate or age outside 18-110 and did not have CAEP Program	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	2012
Students Concurrently Enrolled in High School/K12	66
<b>Students eligible for Data Integrity</b>	<b>1946</b>

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 18-110	91	4.68 %
02 Less than 12 Hours of Instruction	643	33.04 %

Cancel    << Back    Next >>



- 5. Provide Feedback on Employment and Earnings Follow-up Initiatives

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 friendly" intake procedure
- Emphasized importance of survey and correspondence upon intake
- Ensured it is easy and comfortable for students to provide SSN and other important personal contact information
- Collected accurate Student Contact Information – and review, correct, and update it frequently
- Tracked "at-risk" students with multiple barriers such as "economic migrants"

**Exit**

- Developed a formal process for student exit similar to intake process
- Identified exiters and provide "warning" in advance about follow-up communication
- Communicated with current students about follow up, not just exited students

Cancel << Back Next >>

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 staff are responsible for follow up and documented plan in local policy
- Provided more student level incentives for survey responses and SSN
- Increased students' digital literacy skills
- Appealed to the local district, school board, or college board to develop policy to allow local collection of students' SSN that follows guidelines such as HIPAA and FERPA
- Other Initiatives

Other Initiatives:

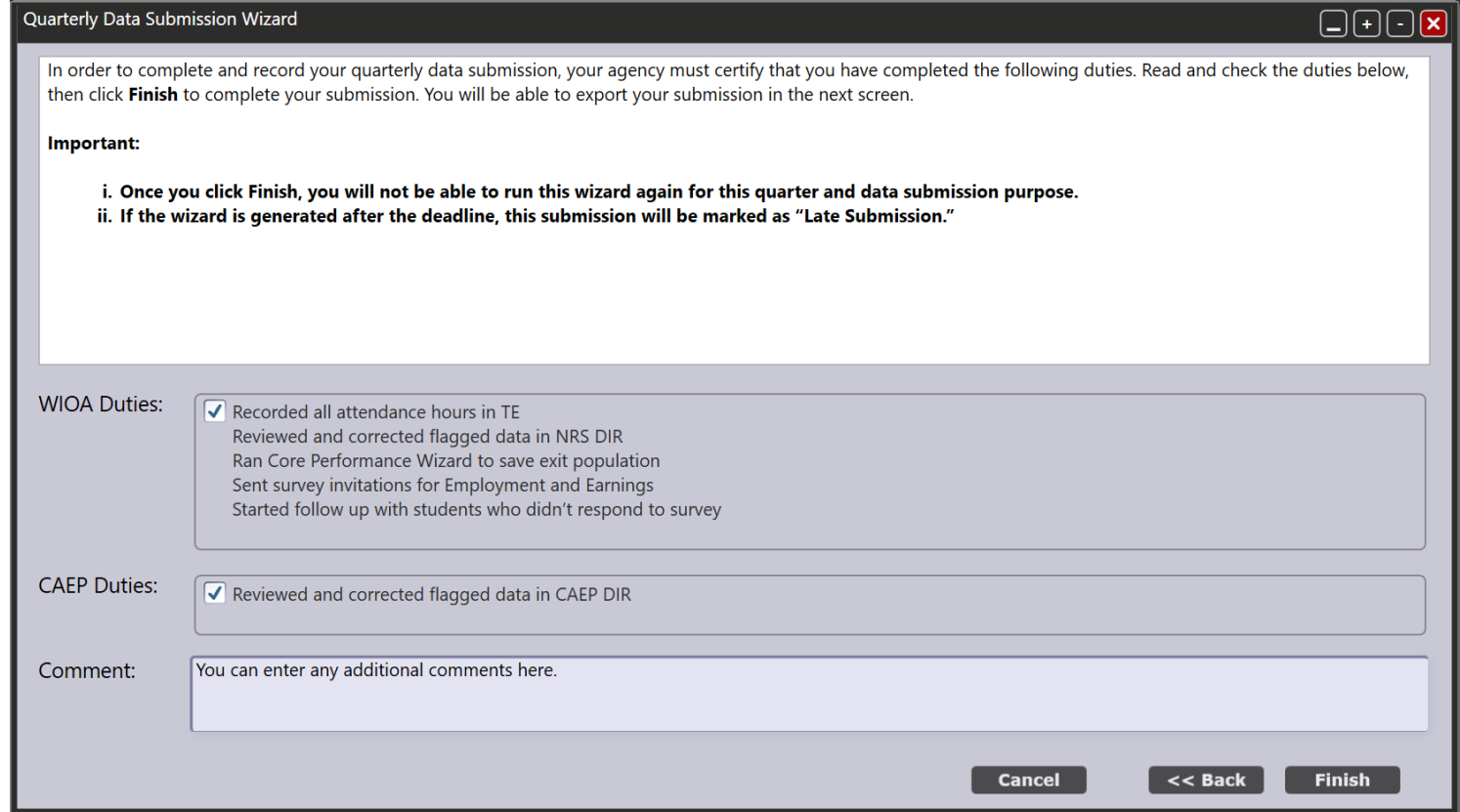
Cancel << Back Next >>

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

7. Click **Finish**

8. 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

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."

WIOA Duties:

- Recorded all attendance hours in TE
- Reviewed and corrected flagged data in NRS DIR
- 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

Comment:

You can enter any additional comments here.

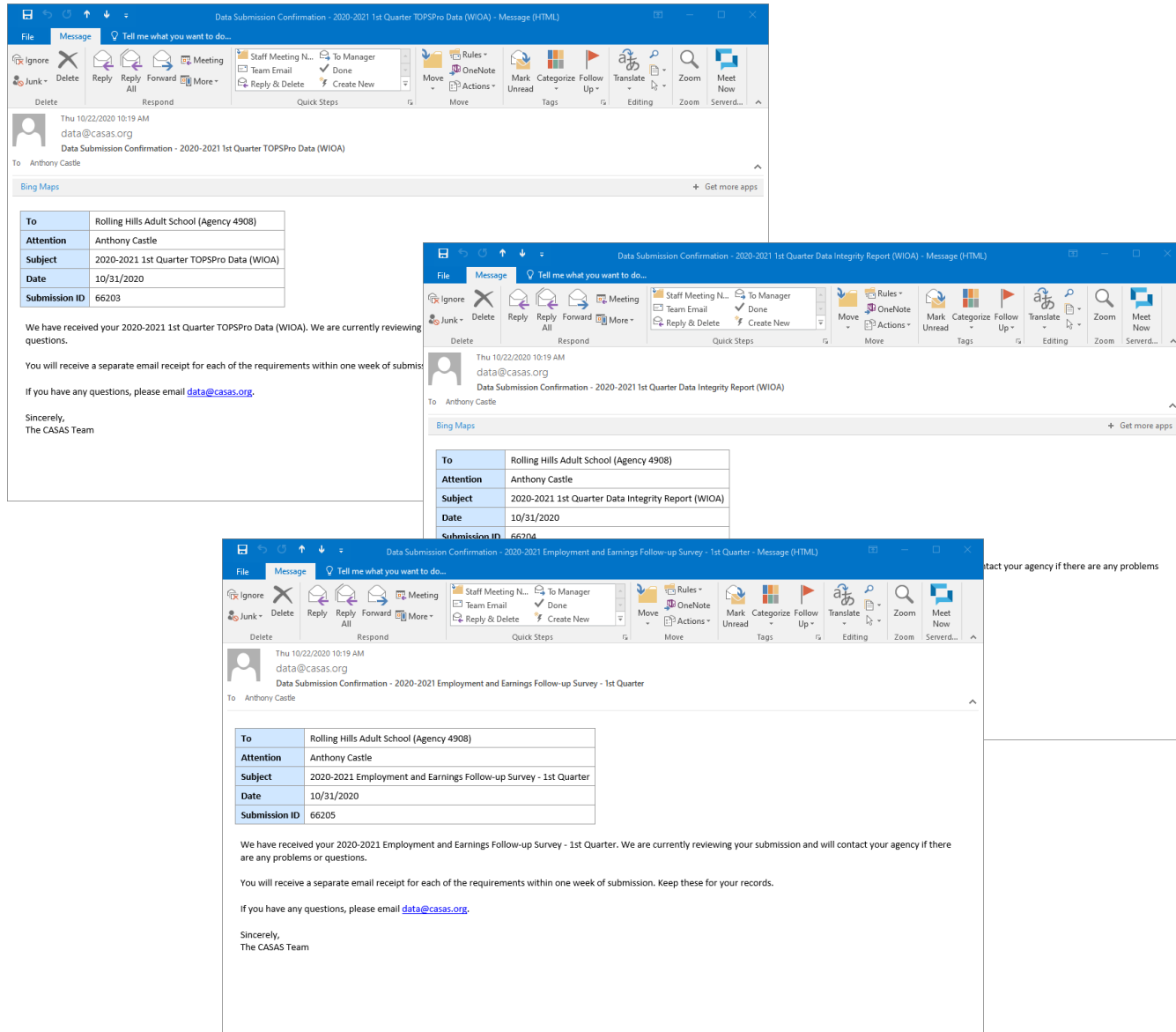
Cancel << Back Finish

Confirm the previous Data Submission Reports:

- **Organization > Quarterly Data Submissions.**

The screenshot shows the 'Quarterly Data Submissions' report for organization 4908 - Rolling Hills Adult School (RHAS). The interface includes a navigation menu (View, Organization, Records, Reports, Tools, Help) and user information (User: Administrator 01, Version: 4.1 build 15). The table below lists the submission details for various quarters and purposes.

Program Year	Quarter	Data Submission Purpose	Is Late Submission	Is Reenrolled	Last Generation Date	Last Generated By User Account	Last Generated By User Name
7/1/2023 - 6/30/2024	23-24 - Q3	CAEP	No	No	4/7/24	administrator1@rhas.org	Administrator 01
7/1/2023 - 6/30/2024	23-24 - Q3	WIOA	No	No	4/7/24	administrator1@rhas.org	Administrator 01
7/1/2023 - 6/30/2024	23-24 - Q2	CAEP	No	No	1/28/24		
7/1/2023 - 6/30/2024	23-24 - Q2	WIOA	No	No	1/28/24		
7/1/2023 - 6/30/2024	23-24 - Q1	WIOA	No	No	10/29/23		
7/1/2023 - 6/30/2024	23-24 - Q1	CAEP	No	No	10/29/23		
7/1/2023 - 6/30/2024	23-24 - Q4	CAEP	No	No			
7/1/2023 - 6/30/2024	23-24 - Q4	WIOA	No	No			



- Your agency's Primary Contact for CASAS will 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)

# Third Quarter Expenditure Claim Report

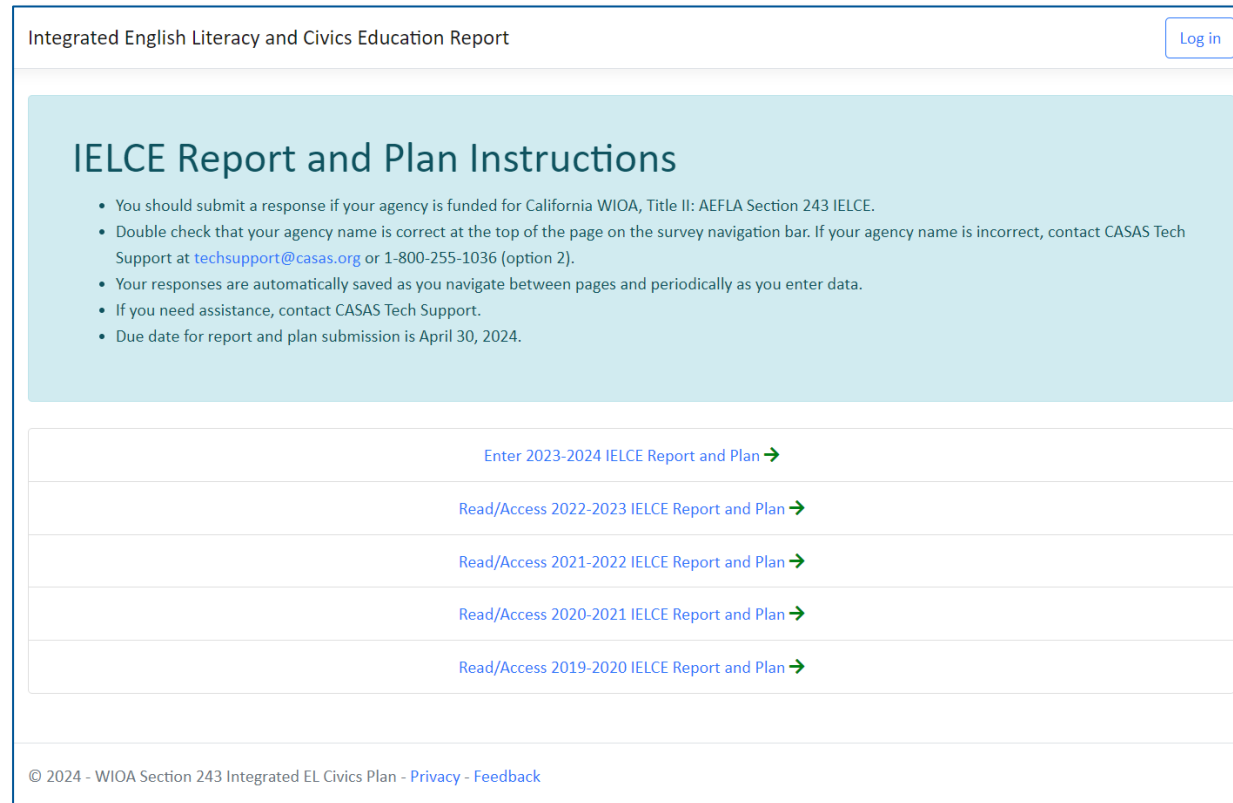
For WIOA, Title II Funded Agencies only

- Complete and submit the claim on the [California Adult Education Online Application and Reporting](#).
- Login and electronic approval required.
- Questions: Contact OTAN Technical Support:
- <https://caadulthoodreporting.org/Support/ContactOTAN>

# Integrated English Literacy and Civics Education (IELCE) Report and Plan

For WIOA, Title II Funded agencies only

- **Integrated English Literacy and Civics Education ([IELCE](https://www.casas.org/elc/ielce)) Report and Plan Summary of Content**
- **Login to the CASAS website is required:**  
<https://www.casas.org/elc/ielce>



The screenshot shows the 'Integrated English Literacy and Civics Education Report' page. At the top right is a 'Log in' button. The main heading is 'IELCE Report and Plan Instructions'. Below this is a list of instructions:

- You should submit a response if your agency is funded for California WIOA, Title II: AEFLA Section 243 IELCE.
- Double check that your agency name is correct at the top of the page on the survey navigation bar. If your agency name is incorrect, contact CASAS Tech Support at [techsupport@casas.org](mailto:techsupport@casas.org) or 1-800-255-1036 (option 2).
- Your responses are automatically saved as you navigate between pages and periodically as you enter data.
- If you need assistance, contact CASAS Tech Support.
- Due date for report and plan submission is April 30, 2024.

Below the instructions are five navigation links:

- [Enter 2023-2024 IELCE Report and Plan →](#)
- [Read/Access 2022-2023 IELCE Report and Plan →](#)
- [Read/Access 2021-2022 IELCE Report and Plan →](#)
- [Read/Access 2020-2021 IELCE Report and Plan →](#)
- [Read/Access 2019-2020 IELCE Report and Plan →](#)

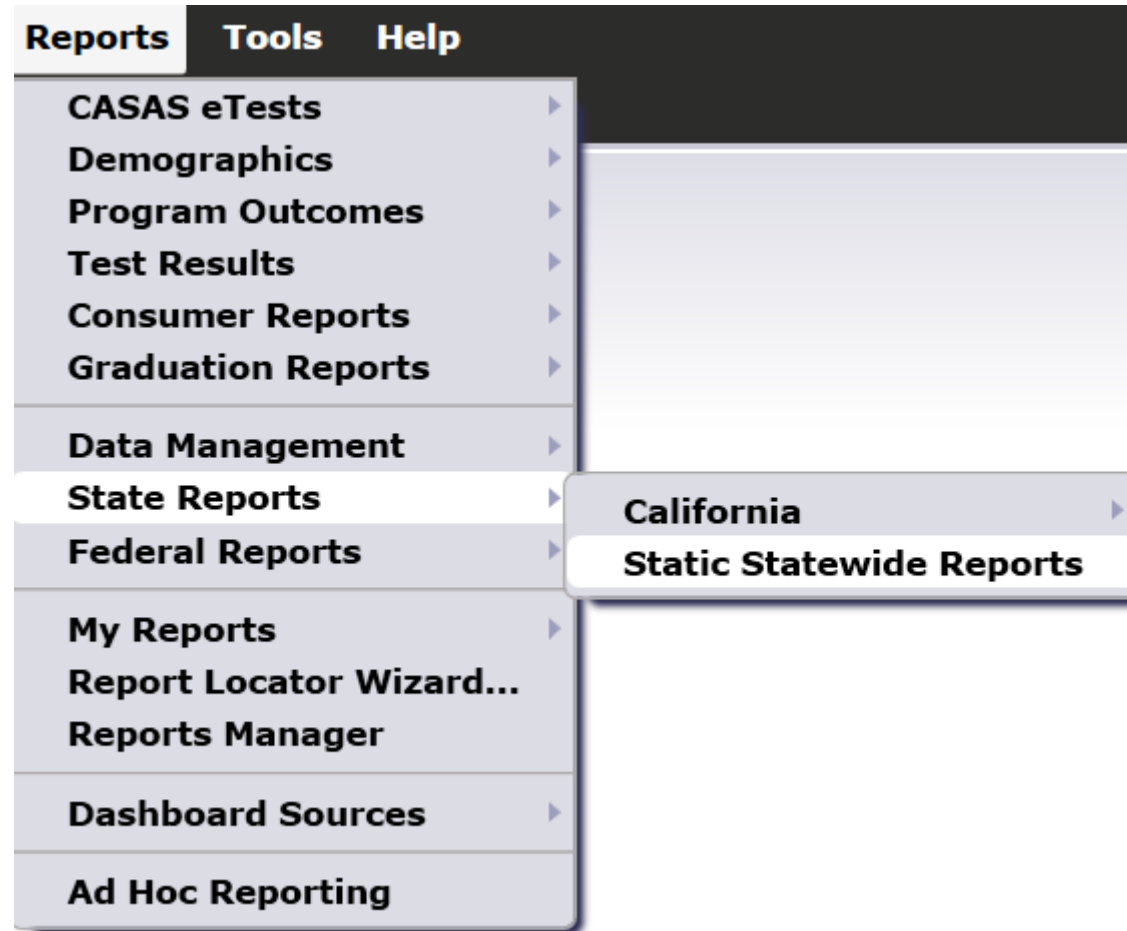
At the bottom left, there is a footer: © 2024 - WIOA Section 243 Integrated EL Civics Plan - [Privacy](#) - [Feedback](#)



# Static Statewide Reports

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- Where to find them in TE: Reports > State Reports > Static Statewide Reports.



# Recertification for Citizenship Interview Test

- If applicable, complete the Recertification for the [Citizenship Interview Test](#)

## Citizenship

Are your students prepared for the citizenship process and the US Citizenship and Immigration Services (USCIS) interview? These CASAS assessments help you answer that question.

- The [Citizenship Interview Test \(CIT\)](#) is a one-on-one oral test that simulates the English-language interview with a USCIS examiner. Students can gain self-confidence in their speaking and listening abilities. **Visit the [Remote Testing for California](#) webpage.**
- The [Reading for Citizenship](#) test series motivates beginning readers to improve their citizenship-focused reading abilities. Your students need to go into their interview ready to prove they can read basic English.
- The [Government and History for Citizenship](#) tests reveal how much students know about how the USA functions. Citizenship applicants must demonstrate a solid knowledge of US "civics" to complete the citizenship process.



# Continuous Improvement Plan (CIP)


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- Complete and submit the CIP on [California Adult Education Online Application and Reporting](#)

# Final COAAP Selections

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- Final COAAP selections must be made at [California Civic Participation and IELCE](#)



## Civic Objectives and Additional Assessment Plans — Selection Process

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The process of selecting civic objectives and additional assessment plans (COAAPs) begins with assessing the needs of students in your agency. For an EL Civics School Community Student Needs Assessment Summary Form, [click here](#).

Once you have assessed the needs of your students, use the results to select up to **ten** civic objectives and corresponding language and literacy objectives and additional assessment plans.

First view the Pre-Approved Civic Objectives List to decide which objectives meet your students' needs. Next, view the Pre-Approved Additional Assessment Plan List to select a corresponding additional assessment plan.

- [View Pre-Approved Civic Objectives List](#)
- [View Pre-Approved Additional Assessment Plans List](#)
- [View Your Agency's Current Selections of Civic Objectives and Additional Assessment Plans](#)

Once you have decided on your civic objectives and additional assessment plans, choose one of options below:

Options		
1	<a href="#">Select Pre-Approved COAAPs</a>	Agencies can select automatically-approved (pre-approved) civic objectives and additional assessment plans.
2	<a href="#">Enter Revised Approved COAAPs</a>	Agencies can enter revised approved civic objectives and additional assessment plans. These can be either revised pre-approved COAAPs or revised previously approved COAAPs submitted into option 2 or option 3. Agencies must consult with their Program Specialist and review the COAAP Criteria before revising an approved COAAP. To contact your Program Specialist, <a href="#">click here</a> . To view the criteria, <a href="#">click here</a> .
3	<a href="#">Enter New COAAPs</a>	To meet their students' needs, agencies can write new objectives and/or additional assessment plans. Agencies must consult with their Program Specialist and review the COAAP Criteria before writing a new COAAP. To contact your Program Specialist, <a href="#">click here</a> . To view the criteria, <a href="#">click here</a> . Agencies will be able to submit these plans until January 31, 2024. The review and approval process for new plans may take up to 60 days.

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[Feedback](#)  
[CASAS Homepage](#)



- **Accountability Requirements and Data Submission Information:**  
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/cde-beginning-and-end-of-year-letters-for-accountability-requirements>
- **All things Employment and Earnings Follow-up Survey:**  
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey>
- **Statewide and Regional Network Meetings**  
<https://www.caadulthoodtraining.org>

# Questions?



# CASAS Resources

## Other Resources:

- [capm@casas.org](mailto:capm@casas.org) – Questions about your WIOA, Title II deliverables/reports
- [caep@casas.org](mailto:caep@casas.org) – Questions about your CAEP deliverables/reports
- [elcivics@casas.org](mailto:elcivics@casas.org) – Questions about COAAPs
- [cit@casas.org](mailto:cit@casas.org) – Questions about Citizenship

## CASAS Technology Support Team

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





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