

WIOA, Title II: AEFLA and CAEP Data Submission Guidelines

Dell

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Overview

- 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



• 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.

DEnter/Verify all assessments
 DIf EL Civics funded, additional assessments

Student Information

Clean-up Duplicated StudentsObtain 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

TE View Organization	Records Repo	rts Tools Help)		Use	er: Administrator 01	Version: 4.1 build 15	?_□■×
NRS Data Integrity 🛛 🛛								Pages
Report Setup Navigator	4908 - Rolling Hill	s Adult School (RHAS	5) 🔻 Subsites 🔚 Generate 🗱 🛛	Info ? View Reporting Session 🚳 🛛	Default) 💌 Edit Pa	rameters 開 (D	efault)	More
General Settings	Session N	ame						
Class Definitions	Session Name	NRS Data Integr	ity on April 08, 2024 at 06:54:40 by admir	nistrator1@rhas.org				
Class Instances	Session Comme	nts						
Student In Program Years								
Student Records	Common I							
Class Enrollments	Program Years	Ourrent Program	Year 7/1/2024 - 6/30/2025 7/1/2	023 - 6/30/2024 () 7/1/2022 - 6/30/2023 (7/1/2021 - 6/30/2022	2 0 7/1/2020 - 6/	30/2021 () 7/1/2019	- 6/30/2020 🔿 :
Program Enrollments	Programs:	○ N/A	✓ High School Diploma	Adults w/Disabilities	Pre-Apprenticeship			
Assessment Forms		Basic Skills (ABE)	✓ HSE	Adults supporting K12 student success				
		ESL/ELL	Career and Technical Education (CTE	i) 📃 Other Program				
Tests		Citizenship	Workforce Preparation	ROCP				
Report Selection	Date Rang	jes						
	Activity date:	V/A	from: to:					

Period of Participation a.k.a. PoP





- 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.



O4/08/2024 07:05:03NRS Data Integrity by AgencyPage 1 of 3 NRS DIR2								
Agency: 4908 - Rolling Hills Adult School (RHAS)		Prog	ram Year: 2023	3-2024				
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.

		Last PoP or Current Enrollment		PoP 1		РоР
ltem	Description	#	%	#	%	#
01	Missing Birthdate or outside 16-110					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
02	Less than 12 Hours of Instruction	23	Students	s - In Program	Years Popul	lation
02a	Zero or Empty Hours of Instruction	12	E Student	Population		
02b	Total hours between 1-11 hours	11	🔢 Student	- Demographi	c History Po	opulation
03	No Highest Year of School/Degree Earned		Students	- Records Pop	oulation	
03a	No Highest Year of School					
03b	No Highest Degree Earned		Program	is - Enrollment	s Populatio	n
04	No Gender		Classes -	Records Popu	llation	
05	No Race/Ethnicity		Student	Assessment Po	opulation	
06	Total Reported Labor Force Status	61	Q Drill Dow	n to Data Inte	arity Detail	
06a	Total 'Employed'	24	-	n to NRS Mon		
06b	Total 'Employed with notice'		·			
06c	Total 'Unemployed'	25		n to Assessme		11111

NRS Data Integrity Report – Specific Items

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

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	09cx	Valid pretest with no post-test in any area, excluding those with MSG
Ob Pre-/post-test pair in any area, and have not completed a level	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

TE View Organization	Records Reports Tools Help	User: Administrator 01 🛛 Version: 4.1 build 15 ? 🗕 🗖 🖻 🔀
NRS Data Integrity NF	5 Data Integrity CAEP Data Integrity 🛛	Pages
Report Setup Navigator	4908 - Rolling Hills Adult School (RHAS) 💌 Subsites 👔 Generate 🌞 View Reporting Session 👳	(Default) 🔽 Edit Parameters 🔚 (Default) 💽 Edit Schema 🛒 More
General Settings	Session Name	
Class Definitions	Session Name CAEP Data Integrity on April 08, 2024 at 07:08:44 by administrator1@rhas.org	
Class Personnel	Session Comments	
Class Instances	Common Filters	
Student In Program Years		
Student Records	Program Years Current Program Year 7/1/2024 - 6/30/2025 7/1/2023 - 6/30/2024 7/1/2022 - 6	5/30/2023 () 7/1/2021 - 6/30/2022 () 7/1/2020 - 6/30/2021 () 7/1/2019 - 6/30/2020 () ·
Class Enrollments	Programs: O N/A Image: High School Diploma Image: Adults w/Disabilities	✓ Pre-Apprenticeship
Program Enrollments	Basic Skills (ABE) HSE Adults supporting K12 stud ESL/ELL Career and Technical Education (CTE) Other Program	ent success
Additional Assessments	Image: State in the state	
Assessment Forms	Date Ranges	
Tests		
Report Selection	Activity date: N/A rom: to:	

- 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
Students eligible for Data Integrity	1946

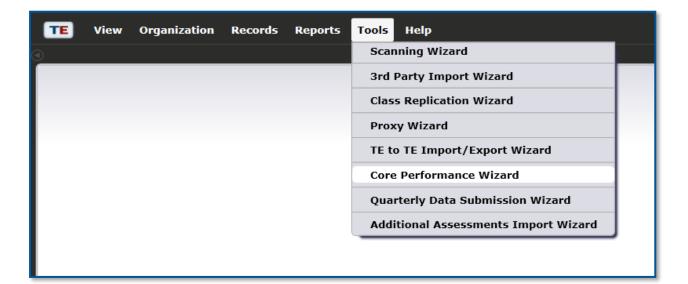


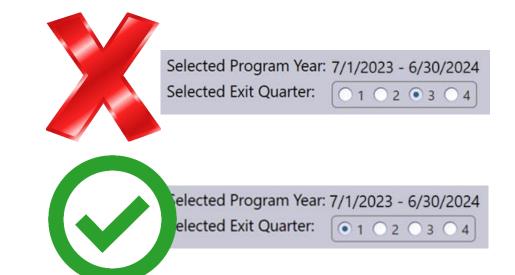
Data Submission

Employment and Earnings Follow-up Survey

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 Wizard



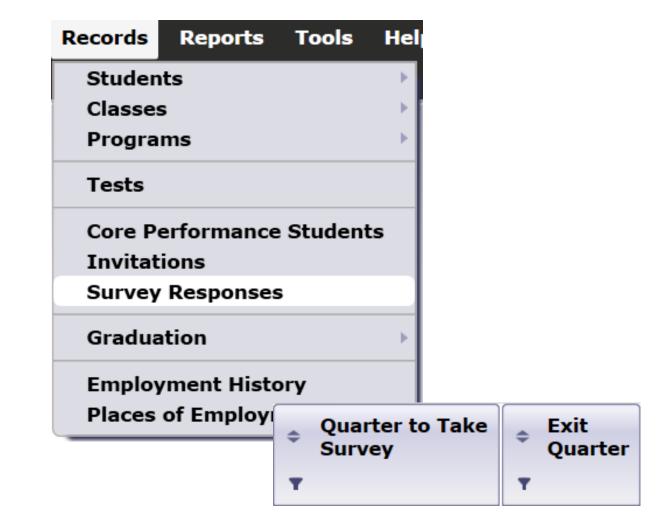


Employment and Earnings Follow-up Survey



- 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



CASAS

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
- Click on Tools > Quarterly Data Submission Wizard

TE	View	Organization	Records	Reports	Tools	Help
					Scar	nning Wizard
					3rd Party Import Wizard	
					Class Replication Wizard	
					Proxy Wizard	
					TE to TE Import/Export Wizard	
					NRS Core Performance Wizard	
					Quarterly Data Submission Wizard	
					Additional Assessments Import Wizard	
					_	

Run QDS Wizard Continued



Quarterly Data Submission Wizard This wizard is designed to assist California WIOA , Title II: AEFLA and agencies submit their required Quarterly Data Submissions. For more information please contact CASAS at <u>techsupport@casas.or</u> Your agency and its current program year are automatically selected. If you are planning to run the End of Year report and your agency has of previous Program Year.	g. Click the Next button to continue.	uarter is selected by	3. Select Program Year, Data Submission Quarter, and Data Submission Purpose
Select Agency: 4908 - Rolling Hills Adult School (RHAS) Select Program Year: 7/1/2023 - 6/30/2024	Selected Program Year: 7/1/2023 - 6/30/2024 Select Data Submission Quarter: 1 2 3 4 (EOY Submission) Cancel	You can choose between: i. WIOA, Title II, ii. CAEP, iii. Both. If a submission purpose is of In case you want to repeat the the record for the quarter a	ard prince of the number of t
		Selected Program Year/G Selected Data Submissio	Quarter: 7/1/2023 - 6/30/2024 n Purpose: WIOA CAEP • Both Cancel << Back

QDS Reports



• 4. Review the generated reports through the Wizard.

Print 🚐							Export 🖻	Print 🧧			
04/08/2024 08:51:35	NRS Data Int				Page 1 o NRSD			08/2024 51:44	EP Data Integr	ity	Page 1 of 3 CAEPDI
Agency: 4908 - Rolling Hills Adult School (RHAS)		Progra	am Year: 2023	3-2024			Prog	ram Year: 2023-2024	Member:	RHAS - Rolling Hills Adult School (RHAS)	
Summary Information	Without PoP 202	23-2024	PoP 1	PoP 2	PoP 3	PoP 4	Ager	ncy: 4908 - Rolling Hills Adult School (RHAS)	Consortiun	n: RH - Rolling Hills Consortium	
Total WIOA Title II Learners	77	1,857	1,780		0	0					
earners Concurrently Enrolled in High School/K12	2	37	35	2	0	0		mary Information			
Total Learners eligible for WIOA Title II	75	1,820	1,745	27	0	0		ted Students	2012		
								Students not enrolled in the 7 CAEP programs	0		
		t PoP or t Enrollment	PoP 1	PoP 2	PoP 3	PoP 4		Missing birthdate or age outside 18-110 and did not have CAEP Marked Literacy Gains Outcome but did not have CAEP program			
tem Description		%	# %	# %		# %		Marked HSD/HSE Outcome but did not have CAEP program	0		
Missing Birthdate or outside 16-110		86 5%						Marked Post-Secondary Outcome for CAEP but did not have CAE	EP Program 0		
2 Less than 12 Hours of Instruction		613 34%	541 31%	18 67%	0 0%	0 0%		Marked Employment Outcome but did not have CAEP Program	0		
2a Zero or Empty Hours of Instruction		358 20%	282 16%	15 56%	0 0%	0 0%		Marked Wages Outcome but did not have CAEP Program	0		
2b Total hours between 1-11 hours		255 14%	259 15%	3 11%	0 0%	0 0%		Marked Transition Outcome but did not have CAEP Program	0		
13 No Highest Year of School/Degree Earned	1,	,209 66%	inninni	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	uninnin			Students enrolled in the 7 CAEP programs	2012		
3a No Highest Year of School	1,	,209 66%	<u>IIIIIII</u>					Students Concurrently Enrolled in High School/K12	66		
3b No Highest Degree Earned	1,	,209 66%	<u>IIIIII</u>	<u>IIIIIII</u>	<i>IIIIIIII</i>			Students eligible for Data Integrity	1946		
04 No Gender		165 9%	1111111								
5 No Race/Ethnicity		187 10%	<u>IIIIII</u>	<u>AUUUUU</u>	<i></i>			Description		Item Count	Item Percent 4.68 %
06 Total Reported Labor Force Status		611 34%	<u>IIIIIII</u>					Missing Birthdate or outside 18-110 Less than 12 Hours of Instruction		91 643	4.68 % 33.04 %
		241 13%	thinin,	thinin the second second	thinnin and the second s		02	Less than 12 hours of instruction		643	33.04 %

QDS – E&E Follow-up Initiatives



• 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).	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 Image: Considered additional emails (and other communication) to provide "reach out" and "warning" to students about follow up
Not applicable because this is a Section 225 program Intake Image: 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"	 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 reponses 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
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 >> 	Cancel << Back Next >>



QDS - Certification

- 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 Subi	mission Wizard
	lete and record your quarterly data submission, your agency must certify that you have completed the following duties. Read and check the duties below, to complete your submission. You will be able to export your submission in the next screen.
Important:	
	ou click Finish, you will not be able to run this wizard again for this quarter and data submission purpose. vizard 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.

TE View Orga	TE View Organization Records Reports Tools Help User: Administrator 01 Version: 4.1 build 15 ? 🗖 🗖 🖻 🗙									
Quarterly Data S	Quarterly Data Sub 🛛									
New 🗎 4908 - Rolling	g Hills Adult Scho	ool (RHAS) 🔽 🔄	ubsites 🔋 Fil	ter 🍸 Colu	mns 🔳 Sort 🛓	Delete X 🕑 🗐 1 / 8	8 🕞 🕞 Refresh 参 Export 📑 Print 📕 (Default) 🔽 🛛 More			
 Program Year T 		Data Submiss Purpose	 ↓ Is LateSubmis▼		Last Generation Date	 Last Generated By User Account 	 Last Generated By User Name T 			
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						



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То	Rolling Hills Adult School (Agency	4908)												
Attention	Anthony Castle			E	6 (5)	↑ ↓ =	_							
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Date	10/31/2020					ge 🛛 🖓 Tell me what you	i want to do.	1840 -	0	_	2 CO 🛒 Put			
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questions.					Delete	Respond		q	uick Steps	G.	Move		Tags	😼 Editing Zoom Serverd 🔿
You will receive	a separate email receipt for each	of the requirement	ts within one week of sub	mis		0/22/2020 10:19 AM @casas.org								
If you have any	questions, please email data@case					wcasas.org Submission Confirmation - 2	2020-2021 1	t Quarter Data Integ	rity Report (WIOA)					
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					Attention	Anthony Castle			_					
					Subject	2020-2021 1st Quarte	er Data Inte	grity Report (WIO)	4)					
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		Attention	Anthony Castle	and from										
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		Submission ID												
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		We have receiv are any problen	red your 2020-2021 Emplo ms or questions.	yment ar	nd Earnings Fo	llow-up Survey - 1st Qua	arter. We a	e currently review	ving your submise	sion and wil	l contact your	agency if ther	e	
		You will receive	e a separate email receipt	for each	of the require	ments within one week	of submissi	on. Keep these for	your records.					
		If you have any	questions, please email d	ata@casi	as.org.									
		Sincerely, The CASAS Tear	m											
	L													1

- 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 <u>contactinfo@casas.org</u>



Third Quarter Expenditure Claim Report

For WIOA, Title II Funded Agencies only

Third Quarter Expenditure Claim Report

CASAS

- Complete and submit the claim on the <u>California Adult</u> <u>Education Online Application and Reporting.</u>
- Login and electronic approval required.
- Questions: Contact OTAN Technical Support:
- <u>https://caadultedreporting.org/Support/ContactOTAN</u>



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

For WIOA, Title II Funded agencies only

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

Integrated English Literacy and Civics Education Report	Log in					
 IELCE Report and Plan 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 T Support at 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. 	ech					
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 →						
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© 2024 - WIOA Section 243 Integrated EL Civics Plan - Privacy - Feedback	© 2024 - WIOA Section 243 Integrated EL Civics Plan - Privacy - Feedback					



Static Statewide Reports



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

Reports Tools Help	
CASAS eTests	
Demographics	
Program Outcomes	
Test Results	
Consumer Reports	
Graduation Reports	
Data Management 📃 🕨	
State Reports	California 💦
Federal Reports	Static Statewide Reports
My Reports	
Report Locator Wizard	
Reports Manager	
Dashboard Sources	
Ad Hoc Reporting	



Recertification for Citizenship Interview Test

Recertification for Citizenship Interview Test

CASAS

If applicable, complete the Recertification for the <u>Citizenship Interview Test</u>

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 <u>Citizenship Interview Test (CIT</u>) 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 <u>Remote Testing for California</u> webpage.
- The <u>Reading for Citizenship</u> 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 <u>Government and History for Citizenship</u> 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)

CASAS

 Complete and submit the CIP on <u>California Adult Education Online Application and</u> <u>Reporting</u>



Final COAAP Selections

Final COAAP Selections

CASAS

Final COAAP selections must be made at California Civic Participation and IELCE

	California English Literacy and Civice Objectives and Additional Assessment Plans — Selection Process							
		Change font size: 📭 🔤						
The process of	ne 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 hav	e assessed the needs of your students, use the results to select up to ten civic object	ctives 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' no	eeds. Next, view the Pre-Approved Additional Assessment Plan List to select a corresponding additional assessment plan.						
View P View Y	re-Approved Civic Objectives list re-Approved Additional Assessment Plans List our Agency's Current Selections of Civic Objectives and Additional Assessment Plan	-						
Once you hav	e decided on your civic objectives and additional assessment plans, choose one of o	pptions below:						
	Options							
1	Select Pre-Approved COAAPs	Agencies can select automatically-approved (pre-approved) civic objectives and additional assessment plans.						
2	Enter Revised Approved COAAPS	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, <u>click here</u> . To view the criteria, <u>click here</u> .						
3	Enter New COAAPs	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, <u>click here</u> . To view the criteria, <u>click here</u> . 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.						
	5151 Murphy Canyon Rd., Suite 220 San Diego, CA 92123-4339 Phone (858) 292-2900 1-800-255-1036 Fax (858) 292-2910 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-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey

 Statewide and Regional Network Meetings <u>https://www.caadultedtraining.org</u>



Questions?

CASAS Resources



Other Resources:

<u>capm@casas.org</u> – Questions about your WIOA, Title II deliverables/reports

<u>caep@casas.org</u> – Questions about your CAEP deliverables/reports

elcivics@casas.org – Questions about COAAPs

<u>cit@casas.org</u> – Questions about Citizenship

CASAS Technology Support Team

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





CASAS"

5/9/2024