CASAS

WIOA, Title II: AEFLA and CAEP Data Submission Guidelines

Presented by:

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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

WHAT and WHEN deliverables are due?

CASAS®

- 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**

- 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 Report

NRS Data Integrity
by Agency

04/08/2024
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NRSDIR2

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.

- **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**

- 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**
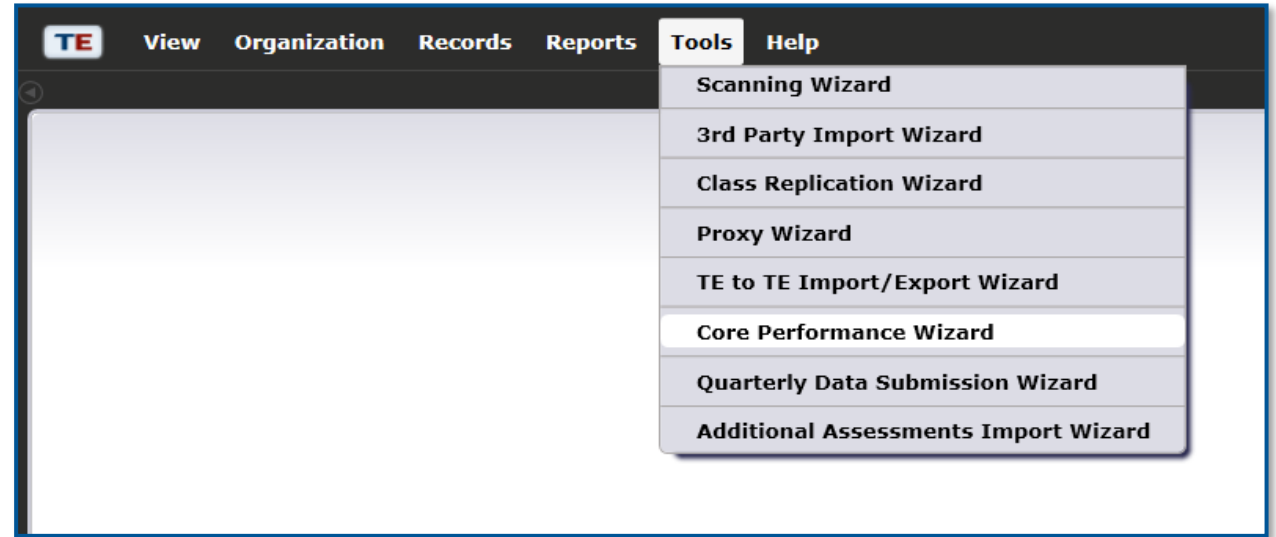
Employment and Earnings Follow-up Survey

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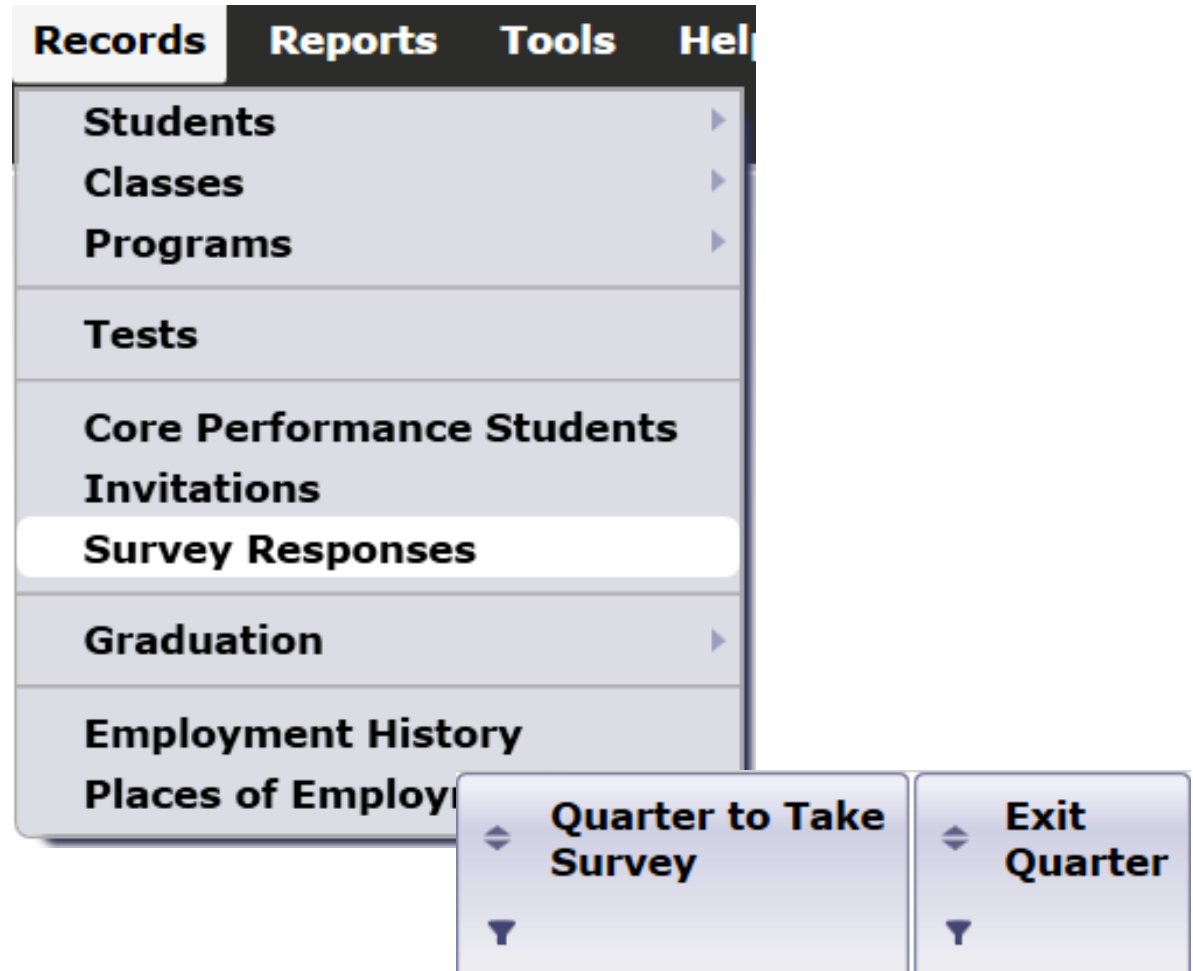
Quarterly Data Submission Wizard in TOPSpro Enterprise will submit the following:

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**
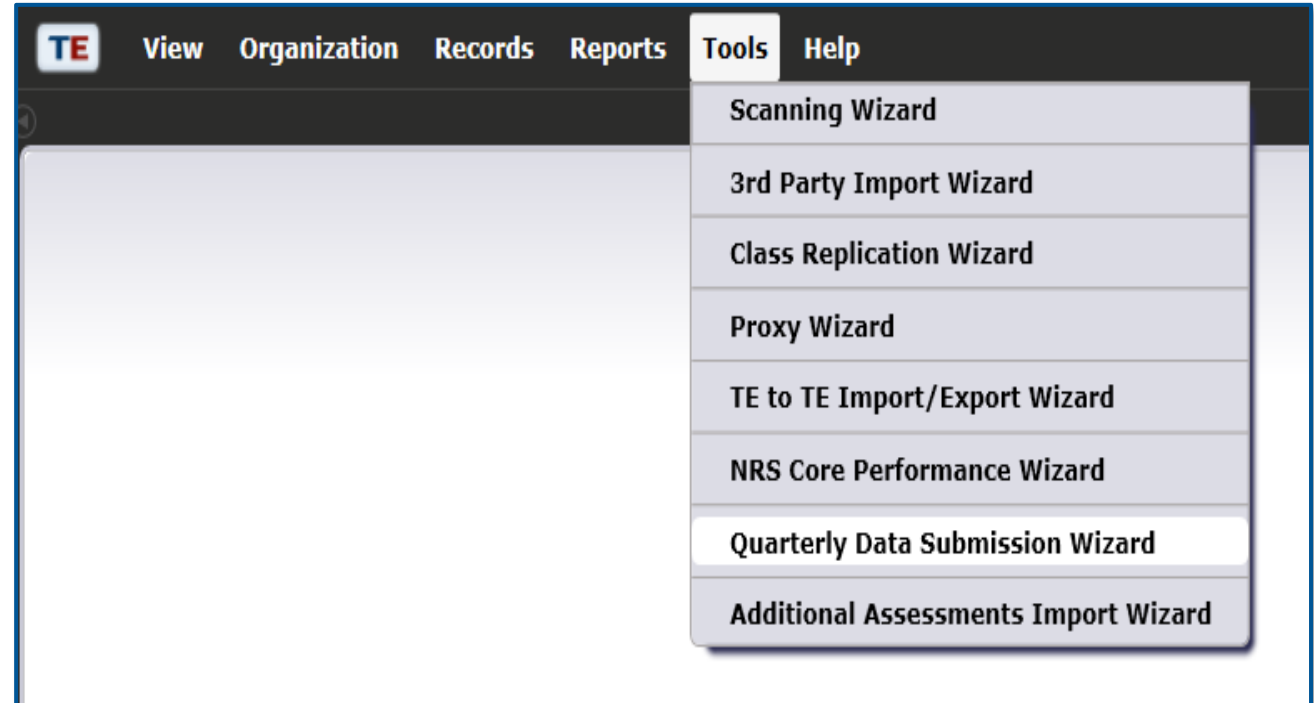
3. Select **Program Year**, **Data Submission Quarter**, and **Data Submission Purpose**

QDS Reports

- 4. Review the generated reports through the Wizard.

- 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 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

Other Initiatives: Other Initiatives my agency is taking: Are expressed here...
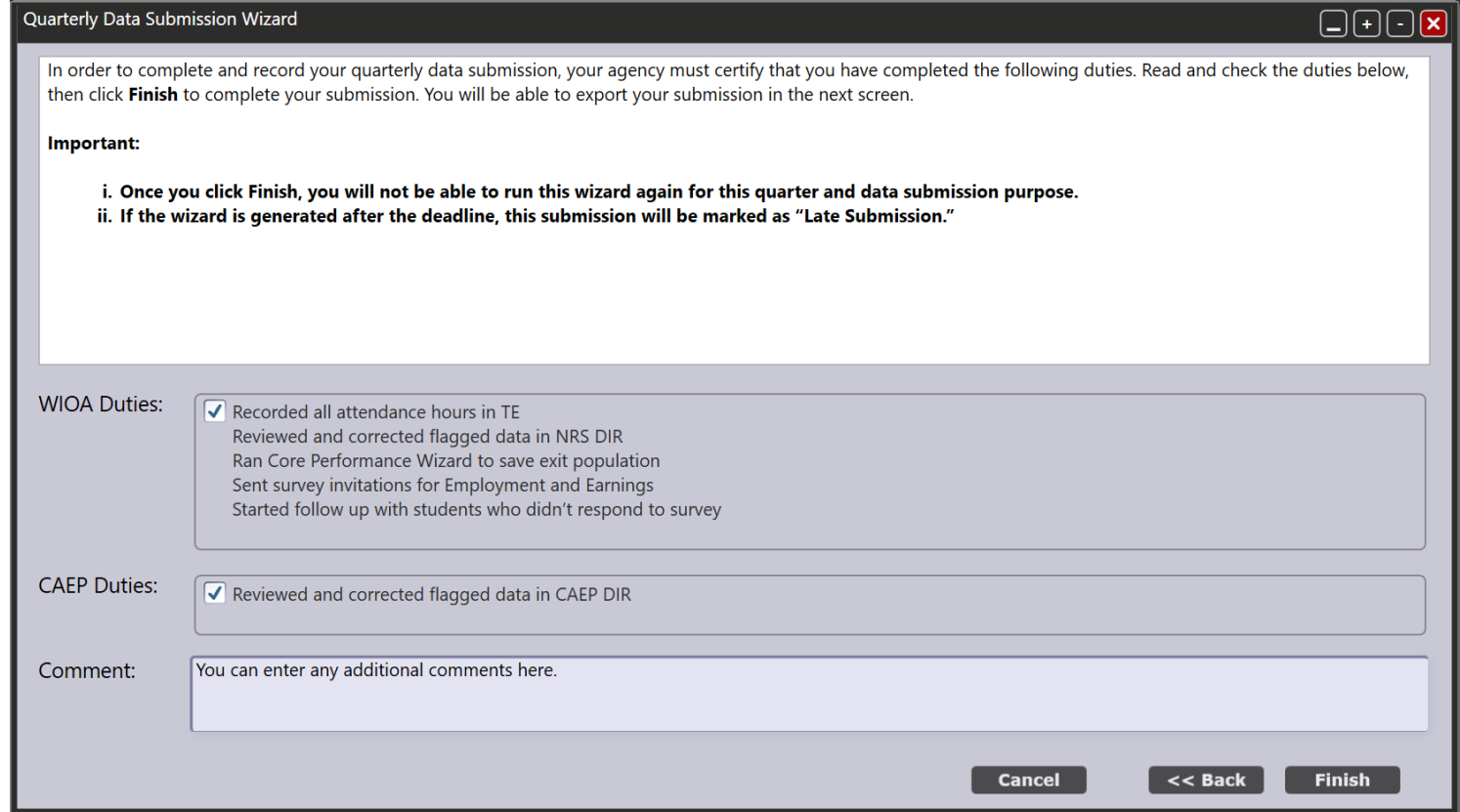
Cancel   << Back   Next >>

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.**

Data Submission Confirmation Emails

- 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
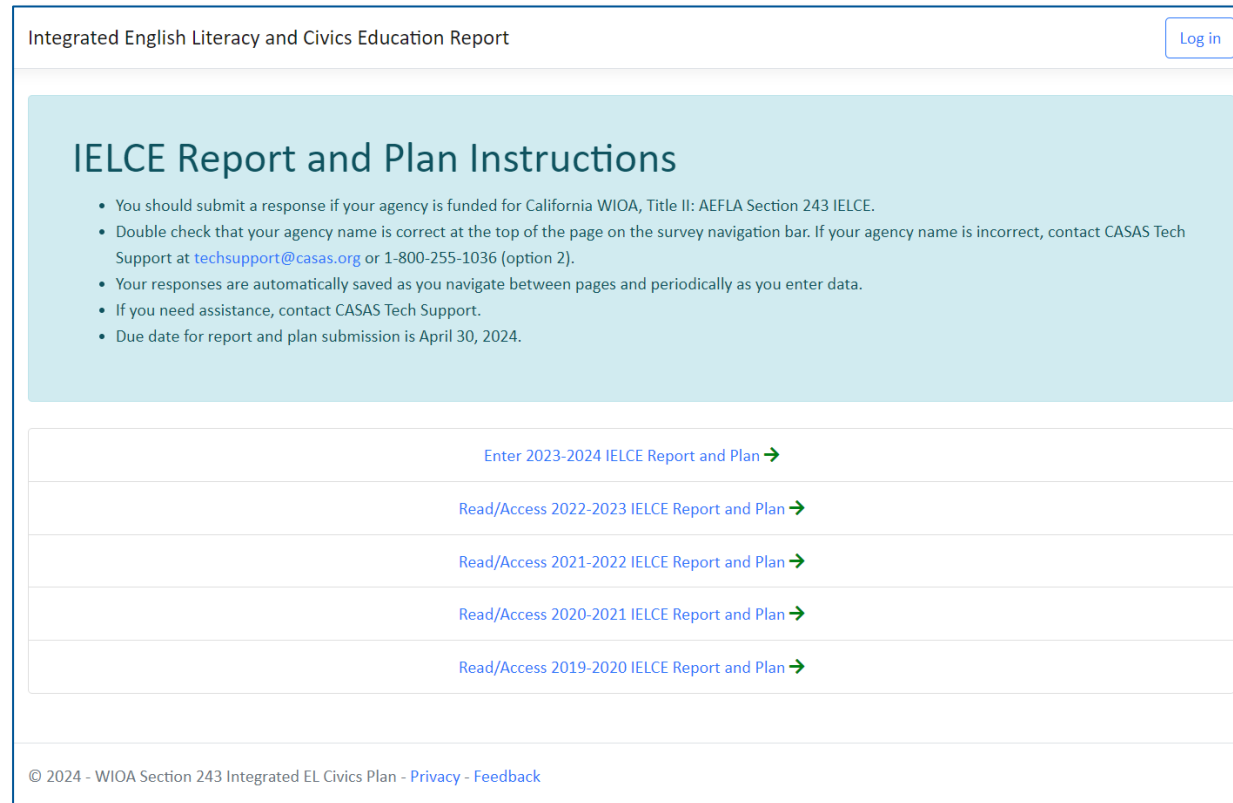
Third Quarter Expenditure Claim Report

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://caadultedreporting.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) Report and Plan Summary of Content**
- **Login to the CASAS website is required: https://www.casas.org/elc/ielce**

Static Statewide Reports

- Where to find them in TE: Reports > State Reports > Static Statewide Reports.
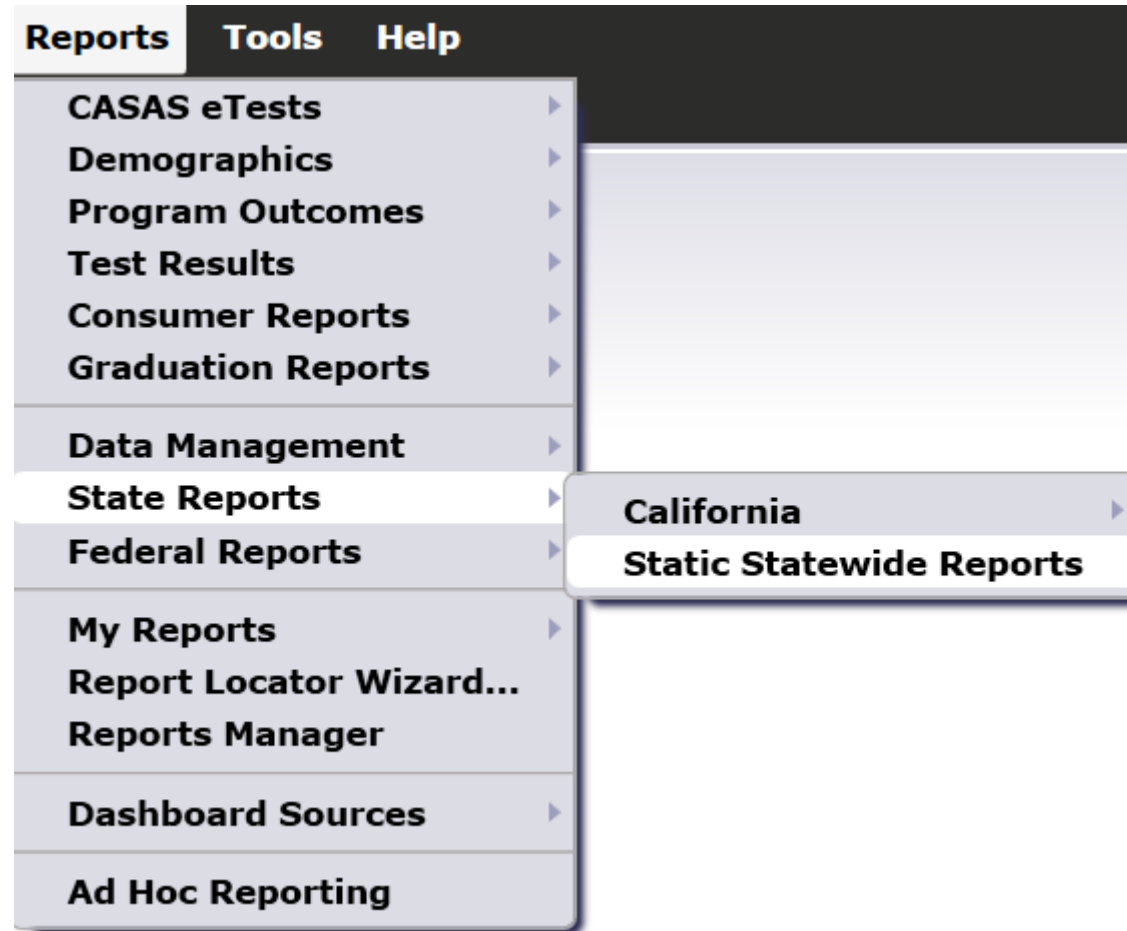
Recertification for Citizenship Interview Test

- 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)

Continuous Improvement Plan (CIP)

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

Final COAAP Selections

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

Important Links

- **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.caadultedtraining.org

Questions?

CASAS Resources

Other Resources:

- capm@casas.org – Questions about your WIOA, Title II deliverables/reports
- caep@casas.org – Questions about your CAEP deliverables/reports
- elcivics@casas.org – Questions about COAAPs
- cit@casas.org – 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

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