

WIOA, Title II: AEFLA Data Submission Guidelines

Presented by:

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Overview

A. Overview of Data Submission Requirements

B. Data Review

- a. Prepare Data
- b. National Reporting System (NRS) Data Integrity Report (DIR)

C. Data Submission

- a. Employment and Earnings Follow-up Survey
- b. COAAP Selection
- c. Quarterly Data Submission Wizard
- d. Final Expenditure

Overview of Data Submission Requirements

WHAT deliverables are due? WHEN are they due?

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

- ✓ Employment and Earnings Follow Up Survey
- ✓ First Quarter TOPSpro® Enterprise (TE) Data
- ✓ First Quarter NRS Data Integrity Report (DIR)
- ✓ California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP) – For EL Civics or Section 243 funded agencies only
- ✓ First Quarter Expenditure Claim Report

DUE October 31, 2020

HOW to submit the deliverables?

Employment and Earnings Follow-up Survey

- Complete steps electronically via TE
- Nothing to send

First Quarter TOPSpro® Enterprise (TE) Data

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

First Quarter NRS Data Integrity Report (DIR)

- **NEW!!** - Quarterly Data Submission Wizard

California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP)

- Select at least one COAAP on the CASAS Civic Participation website

Data Review

First Quarter 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

- Student Information
 - Clean-up Duplicated Students
 - Obtain all GED ID's or HiSET IDs, if applicable



National Reporting System (NRS) Data Integrity Report (DIR)

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

The screenshot displays the TE (Training Evaluation) software interface for generating an NRS Data Integrity report. The interface includes a navigation menu on the left, a main content area with various settings, and a top navigation bar.

TE View Organization Records Reports Tools Help User: Administrator 00 Version: 3.0 build 86

Start Page:1 **NRS Data Integrity** Pages

Report Setup Navigator

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

4908 - Rolling Hills Adult School (RHAS) Aggregated Subsites Generate View Reporting Session (Load Saved Parameters) More

Session Name

Session Name: NRS Data Integrity on October 22, 2020 at 09:55:30 by Administrator0@rhas.org

Session Comments

Common Filters

Program Years: Current Program Year 7/1/2020 - 6/30/2021 7/1/2019 - 6/30/2020 7/1/2018 - 6/30/2019 7/1/2017 - 6/30/2018 7/1/2016 - 6/30/2017

Programs:

<input type="radio"/> N/A	<input checked="" type="checkbox"/> High School Diploma	<input type="checkbox"/> Adults w/Disabilities	<input type="checkbox"/> Pre-Apprenticeship
<input checked="" type="checkbox"/> Basic Skills (ABE)	<input checked="" type="checkbox"/> HSE	<input type="checkbox"/> Adults supporting K12 student success	
<input checked="" type="checkbox"/> ESL/ELL	<input type="checkbox"/> Career and Technical Education (CTE)	<input type="checkbox"/> Other Program	
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Workforce Preparation	<input type="checkbox"/> ROCP	

Date Ranges

Activity date: N/A from: to:

NRS Data Integrity Report



NRS Data Integrity

10/19/2020
14:43:06

by Agency

Page 1 of 2
NRSDIR2

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2020-2021

Summary Information	Without PoP	2020-2021	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	530	5,660	5,130	136	2	0
Learners Concurrently Enrolled in High School/K12	0	2	2	0	0	0
Total Learners eligible for WIOA Title II	530	5,658	5,128	136	2	0

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

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

NRS Data Integrity Report

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

Item	Description	Last PoP or Current Enrollment		PoP 1	
		#	%	#	%
01	Missing Birthdate or outside 16-110	17	0%		
02	Less than 12 Hours of Instruction	1			
02a	Zero or Empty Hours of Instruction				
02b	Total hours between 1-11 hours	1			
03	No Highest Year of School/Degree Earned	1			
03a	No Highest Year of School	1			
03b	No Highest Degree Earned	1			
04	No Gender				
05	No Race/Ethnicity				
06	Total Reported Labor Force Status	5			
06a	Total 'Employed'	2			
06b	Total 'Employed with notice'				
		23	0%		

- Students - In Program Years Population
- Student Population
- Student - Demographic History Population
- Students - Records Population
- Programs - Enrollments Population
- Classes - Records Population
- Student Assessment Population
- Drill Down to Data Integrity Detail
- Drill Down to NRS Monitor
- Drill Down to Assessments Audit

NRS Data Integrity Report – Specific Items

Item	Description
01	Missing Birthdate or outside 16-110
02	Less than 12 Hours of Instruction
02a	Zero or Empty Hours of Instruction
02b	Total hours between 1-11 hours
03	No Highest Year of School/Degree Earned
03a	No Highest Year of School
03b	No Highest Degree Earned
04	No Gender
05	No Race/Ethnicity
06	Total Reported Labor Force Status
06a	Total 'Employed'
06b	Total 'Employed with notice'
06c	Total 'Unemployed'
06d	Total 'Not in Labor Force'
06e	Total missing Labor Force Status
08	No valid pretest
09	Valid pretest with no post-test
09a	Valid pretest with no post-test or HSE/HSD
09c	Valid pretest with no post-test or MSG
09b	No post-test and pretest below ASE High
10a	Learners with a pre-/post-test pair
10b	Learners with a pre-/post-test pair, but have not completed a level

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

NRS Data Integrity Report – Specific Items

11a	Achieved Educational Functional Level Gain with pre- and post-testing
11b	Achieved Educational Functional Level Gain with High School credits earned
11c	Achieved Educational Functional Level Gain with Post-Secondary Outcome
12a	Passed HSE
12b	Passed HSE but instructional program not HSE
12c	Passed HSE but Highest Degree Earned is HSE or higher
13a	Earned HS diploma
13b	Earned HS diploma but instructional program not HS diploma
14a	Learners with only One Period of Participation
14b	Learners with More than One Period of Participation
15a	Learners with 90-97 days between Dates of Service
15b	Learners with 83-89 days between Dates of Service
16	Learners enrolled in Integrated Education and Training (IET)

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

NRS Data Integrity Report – Specific Items

17	No Primary Goal
18	No Secondary Goal
19	Learners with at least one Barrier to Employment
19a	Learners with Multiple Barriers to Employment
19b	Learners with No Barriers to Employment
20	Learners Co-enrolled in WIOA Titles I, III, or IV
21	Learners with a pretest in the conservative estimate range
22a	Learners with a pre-/post-test pair but less than 40 hours of instruction
22b	Learners without a pre-/post-test pair but more than 40 hours of instruction
22c	Learners without a pre-/post-test pair but more than 70 hours of instruction

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

Data Submission

Employment and Earnings Follow-up Survey

To Complete the Requirement:

- 1) Prepare End-of-Year data
- 2) Save **PY 19-20 – Q3** exit population using the NRS Core Performance Wizard



Selected Program Year: 7/1/2019 - 6/30/2020

Selected Exit Quarter:

3 4



Selected Program Year: 7/1/2019 - 6/30/2020

Selected Exit Quarter:

3 4

Employment and Earnings Follow-up Survey

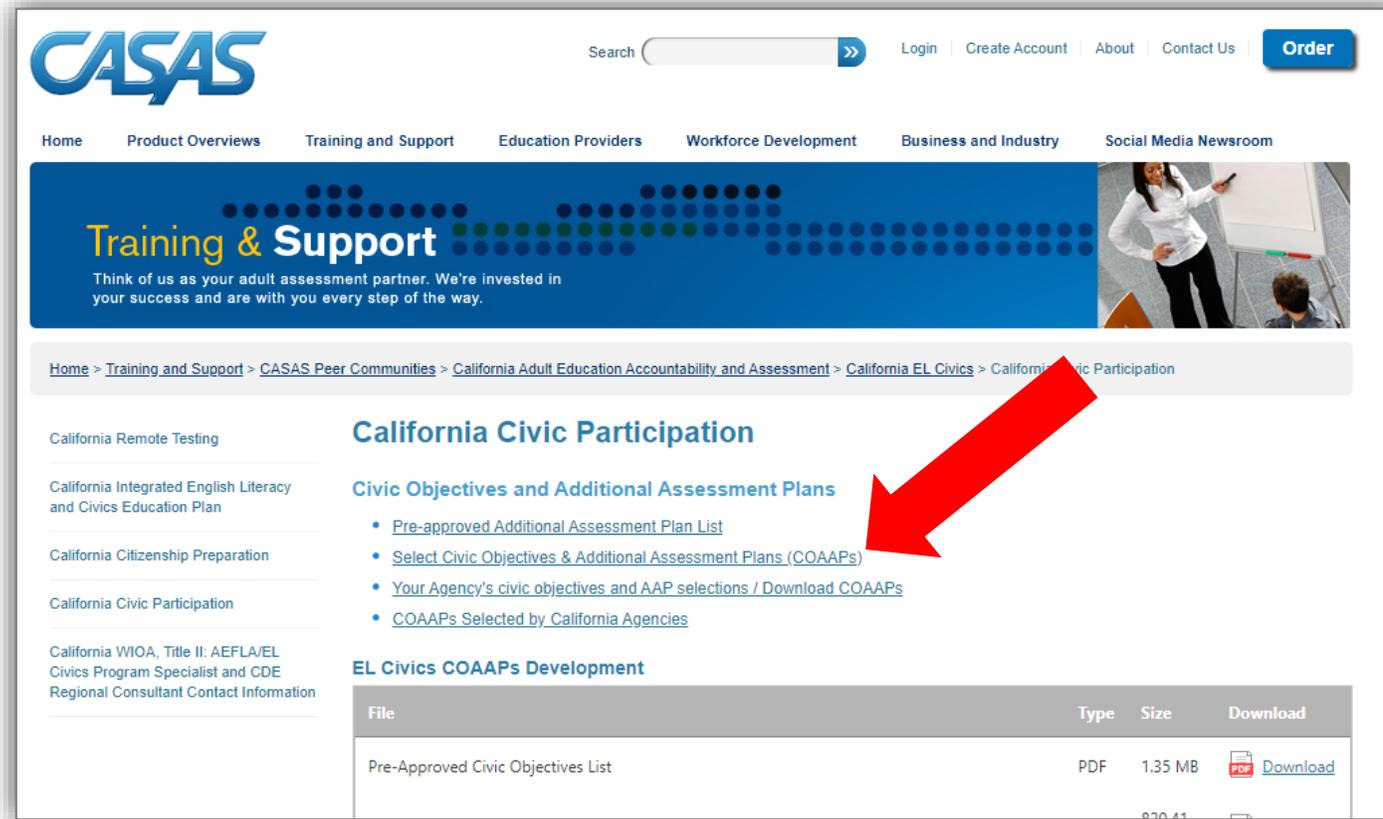


- 3) Send required surveys to students who exited in PY 19-20 – Q1 or PY 19-20 – Q3.
- 4) View and manage current quarter invitations
- 5) Personally contact students who don't respond



Updated guidelines can be found in the link below:
https://www.casas.org/docs/default-source/training-materials/employment-and-earnings-schedule-for-1st-qtr-py-20-21.pdf?sfvrsn=199e325a_4?Status=Master

California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP)



The screenshot shows the CASAS website interface. At the top, there is a search bar and navigation links for Login, Create Account, About, Contact Us, and an Order button. Below the navigation is a main menu with links for Home, Product Overviews, Training and Support, Education Providers, Workforce Development, Business and Industry, and Social Media Newsroom. A large banner for 'Training & Support' features a grid of dots and a photo of a woman presenting. Below the banner is a breadcrumb trail: Home > Training and Support > CASAS Peer Communities > California Adult Education Accountability and Assessment > California EL Civics > California Civic Participation. The main content area is titled 'California Civic Participation' and includes a sub-section 'Civic Objectives and Additional Assessment Plans' with four bullet points. A red arrow points to the second bullet point: 'Select Civic Objectives & Additional Assessment Plans (COAAPs)'. Below this is a table for 'EL Civics COAAPs Development' with columns for File, Type, Size, and Download. The table lists a 'Pre-Approved Civic Objectives List' as a PDF file of 1.35 MB with a download link.

Home > Training and Support > CASAS Peer Communities > California Adult Education Accountability and Assessment > California EL Civics > California Civic Participation

California Civic Participation

Civic Objectives and Additional Assessment Plans

- [Pre-approved Additional Assessment Plan List](#)
- [Select Civic Objectives & Additional Assessment Plans \(COAAPs\)](#)
- [Your Agency's civic objectives and AAP selections / Download COAAPs](#)
- [COAAPs Selected by California Agencies](#)

EL Civics COAAPs Development

File	Type	Size	Download
Pre-Approved Civic Objectives List	PDF	1.35 MB	 Download

<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/california-el-civics/california-civic-participation>

California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP)

- Log into CASAS Website
- Your login must have permission to select COAAPs
 - If you run into issues selecting, please contact capm@casas.org
- Select at least one COAAP on the CASAS Civic Participation website

Civic Objectives and Additional Assessment Plans — Selection Process

The process of selecting civic objectives and additional assessment plans (COAAPs) begins with assessing the needs of students in your agency. For a student needs assessment form, [click here](#).

Once you have assessed the needs of your students, use the results to select up to **six** 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	Select Pre-Approved COAAPs	Agencies can select automatically-approved (pre-approved) civic objectives and additional assessment plans.
2	Enter Pre-Approved COAAPs	
3	Enter New COAAPs	

Select 2020-2021 Civic Objectives and Additional Assessment Plans

Please look below to locate the civic objectives and additional assessment plans (COAAPs) that your agency selected in 2019-2020.

OPTION 1 - Pre-Approved COAAPs

- Some 2019-2020 pre-approved COAAPs have undergone revision for 2020-2021. Click **View the 2020-2021 version** below and review the COAPP(s) carefully before making any selection. For a list of COAAP revisions, [click here](#).
- There are new COAAPs that may meet the needs of your agency. For a list of new COAAPs, [click here](#).

OPTIONS 2 AND 3 - Submitted for Approval

- Agencies that previously used option 2 or option 3 to submit a new or revised COAAP(s) and received approval for that submission may use the same COAAP(s) in 2020-2021. The approved option 2 or option 3 COAAP(s) for your agency is listed below. To use the COAPP(s) in 2020-2021, agencies must click the radio button in the **Select** column below. If you are unsure whether your agency will use this COAAP(s) in 2020-2021, selecting it will keep it available for your future use.
- If your agency wishes to revise a pre-approved COAAP or an approved COAAP that you previously submitted into option 2 or 3, you should remove it below and submit your revisions into option 2.

If your agency will use the listed COAAP in 2020-2021, please click the radio button in the **Select** column. If your agency will not use a listed COAAP in 2020-2021 please click the radio button in the **Remove** column.

If you cannot decide whether to select or remove a COAPP, click **Cancel This Process**. This cancels the selections you made. You may return to the selection process after you have made your decisions.

If you have finished selecting or removing the listed COAAPs, click **Continue the Selection Process**. This will take you to the Review Selections page where you will be able to review your selections, add approved COAAPs, or enter revised or new COAAPs. Once you have completed the selection process, click **Go To Checkout** to submit your selections. You may always add, edit, or delete selections when you return to the selection process.

Selections for Testing 243 Agency #4			
2019-2020 COAAP Selections	Form Number	Select	Remove
Cancel the Selection Process Continue the Selection Process			

Quarterly Data Submission (QDS) Wizard

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

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

- Quarterly TOPSpro Enterprise Data
- NRS (National Reporting System) DIR (Data Integrity Report)

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

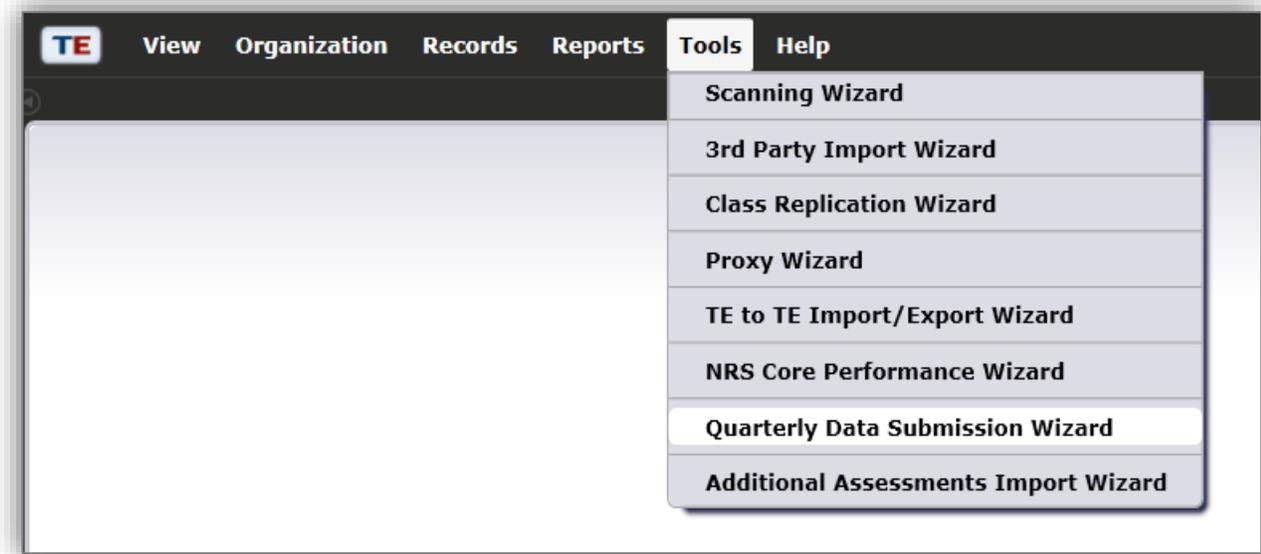
- Quarterly TOPSpro Enterprise Data
- CAEP DIR

Step-by-Step Quarterly Data Submission Wizard Instructions:

https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions_sept2020.pdf?sfvrsn=885325a_2?Status=Master

Quarterly Data Submission (QDS) Wizard

1. Prepare your data
 - Finish entering data
 - Generate and review the reports **BEFORE** running the wizard
 - Make any corrections to data
2. Click on **Tools > Quarterly Data Submission Wizard**



Quarterly Data Submission (QDS) Wizard

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

Quarterly Data Submission Wizard

This wizard is designed to assist **California WIOA, Title II: AEFLA** and/or **California Adult Education Block Grant (CAEP)** funded agencies submit their required Quarterly Data Submissions.

For more information please contact CASAS at techsupport@casas.org.

Your agency and its current program year are automatically selected. Click the **Next** button to continue.

If you are planning to run the End of Year report and your agency has already switched to the new Program Year, please be sure to select the previous Program Year.

Select Agency: 4908 - Rolling Hills Adult School (RHAS)

Select Program Year: 7/1/2020 - 6/30/2021

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.

Selected Program Year: 7/1/2020 - 6/30/2021

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.

Selected Program Year/Quarter: 7/1/2020 - 6/30/2021, Q1

Selected Data Submission Purpose: WIOA CAEP Both

Cancel << Back Next >>

Quarterly Data Submission (QDS) Wizard

4. Certify that your agency has completed the listed quarterly duties
5. Click **Finish**
6. **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.

The screenshot displays the 'Quarterly Data Submission Wizard' interface. The main window shows a report titled 'NRS Data Integrity' for Agency 4908 - Rolling Hills Adult School (RHAS) and Program Year 2020-2021. The report includes a table with columns for 'Without PoP', '2020-2021', 'PoP 1', 'PoP 2', 'PoP 3', and 'PoP 4'. Below the table is a list of items with descriptions, such as '01 Missing Birthdate', '02 Less than 12 Hours', etc.

An overlay dialog box is shown in the foreground, containing the following text:

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."

Below the text, there is a section for 'WIOA Duties' with a checkbox and a list of tasks:

- Recorded all attendance hours in TE
- Reviewed and corrected flagged data in NRS DIR
- Ran NRS Core Performance Wizard to save exit population
- Sent survey invitations for Employment and Earnings
- Started follow up with students who didn't respond to survey

At the bottom of the dialog, there is a 'Comment:' field and three buttons: 'Cancel', '<< Back', and 'Finish'.

Confirm Your Data Submission

- ✓ Confirm your Reports have been submitted
 - **Organization > Your Agency > Quarterly Data Submissions** under the left Navigator

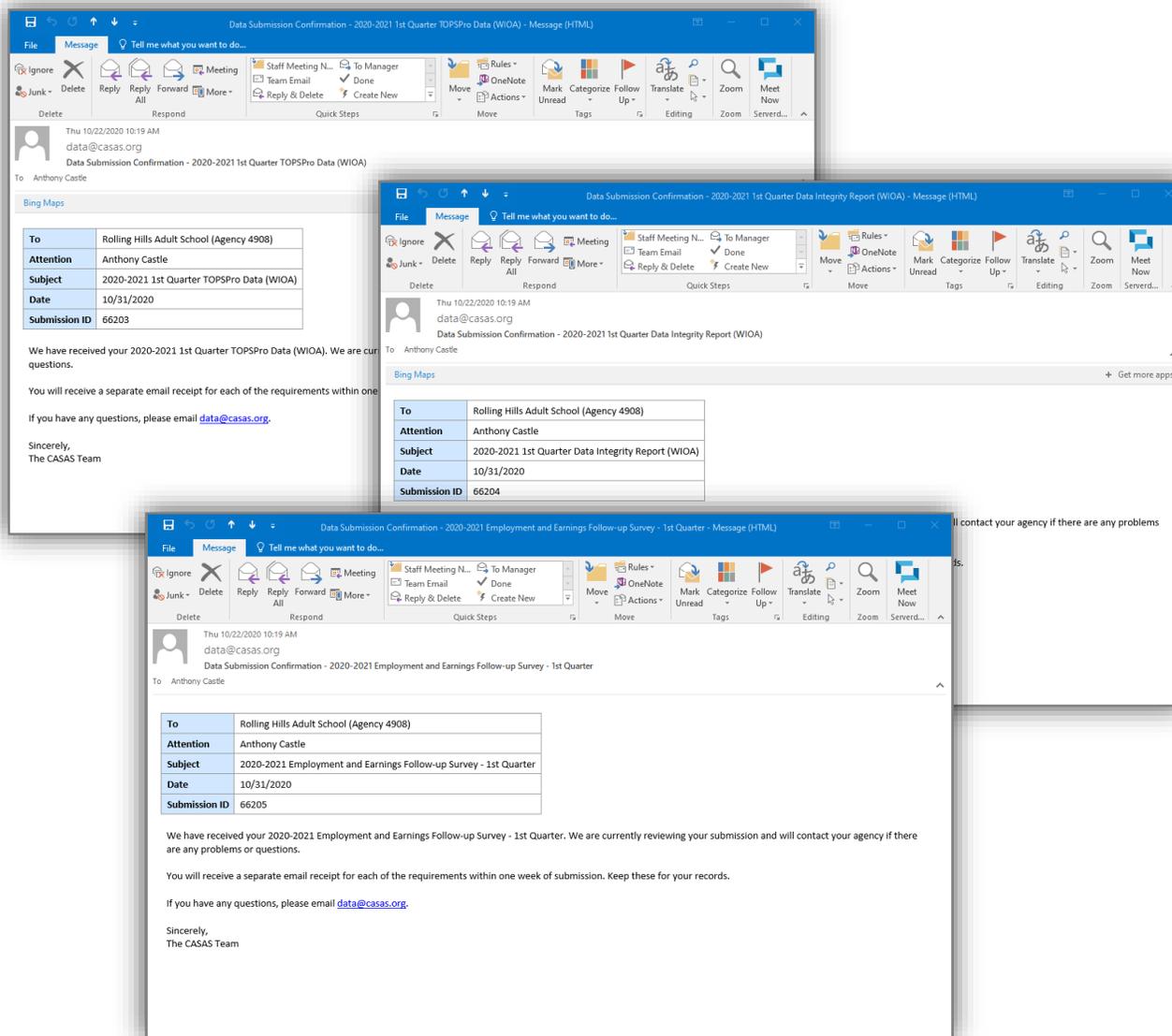
Agency Information

Agency: 4908 - Rolling Hills Adult School (RHAS) License Number: CASAS
 CDS/Vendor Code: 11-11111-111111 Funding Sources: Section 231: ABE/ESL/VESEL/VABE/Family Lit., ASE/HSE
 EL Civics: Civic Participation, Citizenship Preparation
 Section 243: 243 Integrated EL Civics (IELCE)
 WTUs Available: 4014

Quarterly Data Submissions

Program Year	Quarter	Data Submission Purpose	Is Late Submission	Is Reenabled	Last Generation Date	Last Generated By User Account	Last Generated By User Name
7/1/2020 - 6/30/2021	20-21 - Q1	WIOA	No	No	10/12/20	administrator0@rhas.org	Administrator 00
7/1/2020 - 6/30/2021	20-21 - Q1	CAEP	No	No	10/12/20	administrator0@rhas.org	Administrator 00

Data Submission Confirmation Emails



- Your agency's Primary Contact for CASAS will still receive confirmation of your deliverables via email
- If you have changes to your Primary Contact, Online Main Point of Contact, and other staff changes, email contactinfo@casas.org

First Quarter Expenditure Claim Report

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

Important Links

- **WIOA, Title II: AEFLA Grant Information 2020–21:**
<https://www.cde.ca.gov/sp/ae/fg/wioa20.asp>
- **Employment and Earnings Follow-up Survey Information:**
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey>
- **Quarterly Data Submission Wizard Instructions:**
https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions-september-2020.pdf?sfvrsn=885325a_4?Status=Master
- **Statewide and Regional Network Meetings**
<https://www.caadulthoodtraining.org>

CASAS Resources

CASAS Technology Support Team

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

Other Resources:

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

Questions?

THANK YOU FOR PARTICIPATING

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