

2018-19 Civic Participation Frequently Asked Questions (FAQs)

Note: Information added after July 1, 2018 is shown in green.

A. General Information

1. What are the requirements for EL Civics Civic Participation programs?

Answer: There are six requirements. These include CASAS pre/post testing, a yearly school community needs assessment survey, selection of Civic Objectives and Additional Assessments (COAAPs) based on the results of the needs assessment survey, preparation or adoption of instruction and assessment materials based on the selected COAAPs, at least 30 hours of EL Civics (ESL) instruction related to the topic of the selected COAAP and administration of Additional Assessments to learners based the EL Civics instruction.

2. Does my agency need to report student outcomes other than assessment results?

Answer: No, but it is a good idea to collect information about student outcomes such as how many students got driver's licenses and how many got a job. This information can be used to report to teachers, administrators, and the community.

3. How does my agency submit EL Civics objectives and additional assessment plans (COAAPs)?

Answer: EL Civics objectives and additional assessment plans (COAAPs) are submitted online. Please log on to <https://www.casas.org> > EL Civics > Civic Participation > Select Civic Objectives and Additional Assessment Plans

4. When must an agency submit their 2018-19 EL Civics objectives and additional assessment plans (COAAPs)?

Answer: Agencies must submit at least one EL Civics objective and additional assessment plan (COAAP) by October 31 of the current program year.

5. Will agencies have the opportunity to add or revise civic objectives and additional assessment plans (COAAPs) throughout the program year?

Answer: Agencies can add, edit or delete civic objectives and additional assessment plans (COAAPs) and submit for approval until April 30 of the current program year. Agencies can create new COAAPs until January 30 of the current program year. The approval process for new COAAPs may take up to 60 days.

6. Do agencies need to enter the number of hours that learners study each civic objective into TE?

Answer: No.

7. What EL Civics data and information (including Additional Assessment information) do agencies need to save and for how many years?

Answer: Agencies need to keep one folder (print or digital) for each EL Civics class (not individual student) that contains samples of student work, the assessment and the criteria that the assessor used to score the students, including the scoring sheets. These need to be kept for three years plus the current year in a central agency location for auditing purposes, unless an agency knows that they will be the subject of an ongoing audit, in which case they must keep records for 5 years. (See the CASAS Administration Manual for additional information related to saving and archiving documents.)

8. How can agencies make changes to 2018-19 Pre-approved civic objectives and additional assessment plans (COAAPs)?

Answer: Please see section C4 below for revisions to 2018-19 Pre-approved COAAPs.

9. Our agency has submitted 10 pre-approved civic objectives and additional assessment plans (COAAPs) and has used all 10 in the first 3 quarters. In the 4th quarter we would like to delete one COAAP so we can add a new one. Can we do this?

Answer: No, you cannot delete a COAAP you have used in the same school year. Doing that would affect your reporting in TOPSpro Enterprise and your payment points. Agencies with more than one administrative site are allowed more than 10 COAAPs but must request permission by emailing their CDE Consultant (see number A14 below). If you have only one administrative site, you may request special permission to add additional COAAPs by discussing the needs of your agency with your CDE Consultant.

10. Do I need to submit my Local Assessment Policy to CDE?

Answer: No. Each agency needs to have a written Local Assessment Policy in place effective July 1 of the current program year and have it available for review by their CDE Regional Consultant during their program monitoring visit. You can find the Local Assessment Policy Template at <http://www.cde.ca.gov/sp/ae/ir/documents/assesspolicytemp.doc>

11. Our grant has always been for Civic Participation, but we also teach Citizenship classes and our teacher is CIT certified. I have been told both that we can now earn payment points when the citizenship students take and pass the citizenship tests, and that we now all apply for EL Civics, which includes both Civic Participation and Citizenship Preparation.

Answer: Even though your agency hasn't applied for EL Civics Citizenship Preparation specifically, since you're approved for EL Civics, you can earn payment points for both EL Civics Citizenship Preparation and Civic Participation. The AEFLA/WIOA Title II grant application now only includes a single process for EL Civics, rather than separate

applications for Civic Participation and Citizenship Preparation like it did in the past. If your agency was successfully approved for EL Civics, then your agency is eligible for both EL Civics focus areas. Contact your CDE Regional Consultant for further information.

12. How many COAPPS may an agency select each year?

Answer: The standard number of COAPPS selected per year is or fewer.

13. May an agency select more than ten per year?

Answer: Yes. An agency may select more than 10 COAAPS but must request permission of its corresponding CDE Regional Consultant. Once an agency has been granted permission for the selection of a specific number of COAAPS, the agency need not request permission again until the number of COAAPS exceeds the original request. This FAQ represents a change in the previous policy in which agencies needed to request permission each program year.

(Example: if an agency was granted permission to select 11 COAAPS in 2017-18 and wanted to select 11 COAAPS in 2018-19, that agency would not need to request permission again. However, if the agency wanted to select more than 11 COAAPS in 2018-19, this would require CDE permission once again. There would be no need to request permission if the agency wanted to select 11 or fewer COAAPS.)

14. A student registered in an EL Civics, Civic Participation class and scored 228 on her CASAS pre-test. During the semester she passed two Civic Participation Additional Assessments. Now she has scored 236 on her CASAS post-test. Will this student earn payment points for the Additional Assessments she passed?

Answer: Yes. A post-test score of 236 or above does not disqualify the ESL student for WIOA II payment points. The student would earn 2 payment points for passing the Civic Objectives. She would also earn 1 payment point for completing a level.

15. Are there any new Civic Objectives in place for implementation of the new Integrated EL Civics (IELCE)?

Answer: Yes. In 2016-17, a statewide committee developed five new Civic Objectives (CO 49-53) for Integrated EL Civics:

- CO 49 Access information
- CO 50 Demonstrate study skills/self-management skills
- CO 51 Use resources/services
- CO 52 Demonstrate workplace readiness/soft skills
- CO 53 Navigate workplace environment/rights

During 2017-19, local agencies developed Civic Objectives specifically related to workforce training:

- CO 70 Demonstrate skills in Early Childhood Education training
- CO 71 Demonstrate skills in Personal Care Assistant training

CO 72 Demonstrate skills in Building and Construction Trades
CO 73 Demonstrate skills in Information and Communication Technologies
CO 74 Demonstrate skills in Manufacturing and Product Development

16. Our agency wants to select more than one COAAP in single Civic Objective. Is that OK?

Answer: Agencies are permitted to select more than one COAAP per Civic Objective in the following situations: 1. An agency develops IET/IELCE curriculum including up to 3 COAPs to support the English language needs of English language learners in a co-teaching or alternating teaching training environment. 2. An agency administers a community needs assessment which reveals student need for more than one COAAP in the same objective for reasons which could include level or content considerations. Agencies must request permission to select more than one COAAP per Civic Objective by emailing Lori Howard, CASAS Program Specialist Coordinator at lbhoward@casas.org. the approval process may take up to 1 month.

17. How do I set up a class to have instruction in both Civic Participation and Citizenship Preparation or Civic Participation and IELCE?

Answer: If a Civic Participation Class will give instruction in both Citizenship Preparation or Civic Participation and IELCE, set up 2 classes in TE. Then, in the Focus Area select one for each class:

- Citizenship Preparation
- Civic Participation (231)
- IELCE (243)

For example, an agency has planned a class for intermediate level learners M-Th 9am-12pm for the Fall Semester of 2018-19. This agency wants to teach one 231 funded Civic Objective and one 243 funded Civic Objective during the Fall Semester. This can be accomplished in two ways:

Example 1:

- Set up one class from 9-10:30am M-TH designated as 231 funded in TE (see FAQ #4) and teach the 30 hours of the 231 funded Civic Objective and assess it during that time period in the semester.
- Then set up another class from 10:30am-12:00pm M-TH and designate this class as 243 funded in TE (see FAQ #4). Teach the 30 hours of the 243 funded Civic Objective and assess it during that time period in the semester.

Example 2:

- Split the class into two 8-10 week quarters. Set up one class from 9am-12pm M-TH for the first “quarter” designated as 231 funded in TE (see FAQ #4) and teach the 30 hours of the 231 funded Civic Objective and assess it during that quarter.
- Then set up another class from 9am-12pm M-TH for the second “quarter” and designate this class as 243 funded in TE (see FAQ #4). Teach the

243 funded Civic Objective and assess it during this time period in the quarter.

Be sure to mark “ESL/ELL” for Instructional Program.

B. Option 1: 2018-19 Pre-Approved Civic Objectives and Additional Assessment Plans

1. How can I access the 54 pre-approved EL Civics objectives and related additional assessment plans?

Answer: Log on to <https://www.casas.org> > EL Civics > Civic Participation > Select Civic Objectives and Additional Assessment Plans. Then click on *Pre-Approved Additional Assessment Plans List*.

2. Are the 54 pre-approved EL Civics objectives appropriate for all levels of ESL?

Answer: No. The *2018-19 Pre-approved Civic Objectives List* indicates the range of ESL instructional levels that is most effective for each objective. The lowest instructional level is ESL Beginning Low (CASAS score 181-190).

3. Can changes be made to the 2018-19 pre-approved civic objectives and additional assessment plans (COAAPs)?

Answer: Yes. Agency personnel can revise 2018-19 pre-approved objectives and additional assessment plans (COAAPs) by submitting them into Option 2. See C4 below for the procedure.

4. Can a pre-approved additional assessment plan be used for a civic objective other than the one for which it was written?

Answer: No.

5. Can agencies add their own language and literacy objectives to pre-approved civic objectives?

Answer: Agencies may add their own language and literacy objectives and submit for approval in Option 2. See C4 below for the procedure.

6. Can an agency select only part of the pre-approved additional assessment plan?

Answer: Yes, but it must be submitted for approval into Option 2. See C4 below for the procedure.

7. Do agencies have to use all of the language and literacy objectives and tasks that are attached to a pre-approved COAAP selected in Option 1?

Answer: Yes, agencies must use the entire COAAP as it is written, or may submit the COAAP with the requested revisions into the online selection process Option 2. See C4 below for the procedure.

C. Option 2: Revised Pre-approved Civic Objectives and Additional Assessment Plans

1. Can agencies share each other's option 2 and 3 approved assessments?

Answer: If an agency wishes to use another agency's approved civic objective and additional assessment plan, the agency must submit it online for approval as a revised or new plan for that agency. See C3 for Option 2 assessment plans and D1 for option 3 assessment plans below for the procedures.

2. Can we revise Pre-approved COAAPs to meet the needs of our agency?

Answer: Yes. Pre-approved COAAPs can be revised. For example, you can limit the number of tasks as long as you also adjust the rating scale to match. Contact your Program Specialist to assist you and to review your revisions before you input it into Option 2.

D. Option 3: New Civic Objectives and Additional Assessment Plans

1. How do I submit new EL Civics objectives and additional assessment plans (COAAPs)?

Answer: First, contact your Program Specialist to assist you and to review your new COAAP before you input it into Option 3. Once it is approved, you may submit a new civic objective and additional assessment plan by going to <https://www.casas.org> > EL Civics> Civic Participation>Select Civic Objectives and Additional Assessment Plans > *Option 3*.

2. Can agencies choose objectives, but submit their new additional assessment plans later?

Answer: Agencies are encouraged to submit both at the same time. Since the approval process of new civic objectives and additional assessment plans (COAAPs) may take up to 60 days, an agency's ability to assess student attainment of the identified civic objective may be delayed. Please submit new COAAPs by January 31 of the current program year.

E. Testing/Tests

1. If I have a Literacy level student in my multi-level class who receives a score of 180 or more on a CASAS test sometime during the school year, will the student receive a payment point for each additional assessment passed?

Answer: If a student has at least one CASAS test score higher than 180, the additional assessment will count. Conversely, if none of a student's CASAS test scores exceed 180 during a program year, the additional assessment payment point will not be awarded.

2. How much time should there be between a failed additional assessment and the retest?

Answer: There should be enough time for appropriate instruction to have taken place between the failed additional assessment and a subsequent additional assessment. Each agency should make a retest policy for each COAAP that takes into consideration the content of the assessment and levels of students that take it. Agencies should inform staff members of the agency's retest policy and procedures and keep a retest statement on file to ensure that all students are retested using the same criteria.

3. Do agencies have to enter incomplete assessments into TOPSpro Enterprise as failures? Do agencies have to enter all failures into TOPSpro Enterprise even if the student retakes and passes?

Answer: Yes to both questions. In order to make the assessment data reliable, all assessment attempts must be entered into TOPSpro Enterprise.

4. I have some defaced CASAS test booklets and some obsolete ones. What do I do with them?

Answer: All test booklets (no matter how old they are) must be shredded by the school or agency according to the following process:

- Shred the test booklets
- Send a letter written on school or agency letterhead to CASAS with the following information:
 - Statement of number of test booklets and test forms that were shredded
 - Statement of when they were shredded
 - Signature of the school or agency administrator
- Keep a copy of the letter for your records

If the school or agency cannot shred the test booklets, the test booklets can be sent to CASAS to be shredded. If that is the case, the school or agency must keep a letter on file (on letterhead) noting which test booklets were sent, how many and when they were sent, signed by the administrator.

5. May I use CASAS post-tests administered in 2018-19 as pretests for summer school 2019-20?

Answer: CASAS standardized post-tests administered between May 12 and June 30, 2019, may be rolled over into the 2019-20 program year to be used as the pretest as long as the same test series will be used for future testing. Please consult the Help Menu for Proxy Wizard in your TOPSpro Enterprise software for more information.

F. TOPSpro Enterprise

1. What form numbers do I use when entering my additional assessment results into TOPSpro Enterprise?

Answer: Each form must contain a three-digit number, followed by the letter “C” (as in “civics”). If you selected or entered a COAAP under:

- **Option 1:** use a form number starting with a zero followed by the civic objective number (e.g., for COAAP 4 you would use 004C, for COAAP 11 you would use 011C). Form numbers do not use the pre-approved assessment plan decimal number (e.g., COAAPs 4.1, 4.2, and 4.3). All these COAAPs relate to civic objective 4, so use form number 004C.
- **Option 2:**
 - **Previously Upgraded** use form numbers in the 200 series followed by the civic objective number (e.g., 204C or 211C).
 - **Revised** use form numbers in the 300 series followed by the civic objective number (e.g., 304C or 311C).
- **Option 3:** use a form number in the 300 series followed by a number starting after the pre-approved civic objective number series (e.g., 355C or 362C).

2. How do I set up a class to have instruction in both Civic Participation and Citizenship Preparation or Civic Participation and IELCE?

Answer: If a Civic Participation Class will give instruction in both Citizenship Preparation or Civic Participation and IELCE, set up 2 classes in TE. Then, in the Focus Area select one for each class:

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- Then set up another class from 10:30am-12:00pm M-TH and designate this class as 243 funded in TE (see FAQ #4). Teach the 30 hours of the 243 funded Civic Objective and assess it during that time period in the semester.

Example 2:

- Split the class into two 8-10 week quarters. Set up one class from 9am-12pm M-TH for the first “quarter” designated as 231 funded in TE (see FAQ #4) and teach the 30 hours of the 231 funded Civic Objective and assess it during that quarter.

- Then set up another class from 9am-12pm M-TH for the second “quarter” and designate this class as 243 funded in TE (see FAQ #4). Teach the 243 funded Civic Objective and assess it during this time period in the quarter.

Be sure to mark “ESL/ELL” for Instructional Program.

G. Summer School

1. How do I select COAAPs for summer school 2019-20?

Answer:

Option 1: Pre-approved COAAPs

- For summer school programs which will complete 30 hours of instruction and post-test on or before June 30, 2019:
 - use the 2018-19 pre-approved COAAPs and select them before the April 30, 2019 deadline.
- For summer school programs which will begin instruction before or after July 1, 2019 and will complete 30 hours of instruction and post-test in July or August of 2019:
 - use new 2019-20 pre-approved COAAPs and select them on or after July 1, 2019.

Option 2 and Option 3 COAAPs

- Agencies may use any 2018-19 Approved COAAP (Option 2 and Option 3) they selected in 2018-19 for summer school 2019-20.