

CASAS TECHNICAL MANUAL FOR DATA DELIVERABLES



Comprehensive Adult Student Assessment Systems

*TOPSpro Enterprise
Users' Guide for
Quarterly and End-
of-the-Year Data
Submissions*

This manual lists all required deliverables for California WIA Title II agencies, their due dates, and where the deliverables need to be submitted –whether submitted via e-mail, online, or hard copy. At the end of this document are instructions on how to create the required submissions.

A few deliverables must be mailed because an original signature is required. Here are the addresses:

CASAS

5151 Murphy Canyon Road Ste.220

San Diego, CA 92123-4339

For: End-of-Year Data Certification (in End-of-Year Letter, signature required)

AEFLA

Adult Education Office

California Department of Education

1430 N Street, Suite 4202

Sacramento, CA 95814-5901

For: Quarterly Expenditure Claim Reports

Following the list of Quarterly Deliverables are specific directions to prepare and submit the information for each requirement. If you need help, please use the contact information below:

CASAS – for all questions regarding data and accountability

1-800-255-1036

casas@casas.org

OTAN – for all questions regarding [California Adult Education Online Application and Reporting](#)

Local calls - 916-228-2580

800-894-3113

<http://www.otan.us/aboutus/index.cfm?fuseaction=contact&catid=10895>

Where to download items and submit through other websites:

Core Performance Surveys

- www.casas.org > *Training and Support* > *CASAS Peer Communities* > *California Accountability* > *WIA, Title II Core Performance Survey*

California Adult Education Online Application and Reporting

For Expenditure Claim Reports and other Online Reporting

- <http://adulted.otan.us/>

Quarter 1 Data Submission

For data from July 1 – September 30

Due October 31

4th Quarter Core Performance Survey (from Previous Program Year)

- Run CA Core Performance Wizard in TE
- Download surveys at www.casas.org (see link on page 1)
- Enter results in TE
- Submit via TE software

TOPS Enterprise (TE) Data

- TE Desktop version: Submit via TE software or mail disk to CASAS
- TE Online: Submit DIR to notify CASAS data is complete

Data Integrity Report

- E-mail to capm@casas.org
- Or Fax/mail to CASAS
- *For directions to create your DIR, see end of document*

Expenditure Claim Report

- Go to **California Adult Education Online Application and Reporting** (login required)
<http://adulted.otan.us/>
- Mail signed copy to CDE

EL Civics COAPP Submission

- Online submission of at least one Civic Objective and Additional Assessment Plan (COAAP)
- Go to **CASAS > Training and Support > CASAS Peer Communities > California Accountability > EL Civics > Civic Participation**

Local Assessment Policy

- Retain a copy at the local site and provide a copy to CDE upon request
- Download template at cde.ca.gov > **adult education > Resources > Assessment to Policy Template**

Quarter 2 Data Submission

For data from July 1 – December 31

Due January 31

First Quarter Core Performance Follow-Up Survey

- Run CA Core Performance Wizard in TE
- Download surveys at ***www.casas.org***
- Enter results in TE
- Submit via TE software

TOPS Enterprise (TE) Data

- **TE Desktop:** Submit via TE software or mail disk to CASAS
- **TE Online:** Submit DIR to notify CASAS data is complete

Data Integrity Report

- E-mail to ***capm@casas.org***
- Or Fax/mail to CASAS
- *For directions to create your DIR, see end of document*

CA Accountability Training

- Go to ***CASAS > Training and Support***
- Register for Face-to-face or online training

CASAS Implementation Training

- Go to ***CASAS > Training and Support***
- Register for Face-to-face or online training

3rd Quarter Data Submission

For data from July 1 – March 31

Due April 30

Second Quarter Core Performance Follow-Up Survey

- Run CA Core Performance Wizard
- Download surveys at www.casas.org
- Submit via TE software

TOPS Enterprise (TE) Data

- **TE Desktop:** Submit via TE software or mail disk to CASAS
- **TE Online:** Submit DIR to notify CASAS data is complete

Data Integrity Report

- E-mail to capm@casas.org
- Or Fax/mail to CASAS
- For directions to create your DIR, see end of document

Technology Plan

- Go to **California Adult Education Online Application and Reporting** (login required)
- <http://adulted.otan.us/>

Professional Development Plan

- Go to **California Adult Education Online Application and Reporting** (login required)
- <http://adulted.otan.us/>

January Expenditure Claim Report

- Go to **California Adult Education Online Application and Reporting** (login required)
- <http://adulted.otan.us/>
- Mail signed copy to CDE

AEFLA/WIA Title II Program Implementation Survey

- Complete as directed by the CDE

Expenditure Claim Report

- Complete on OTAN website
- And mail signed copy to CDE

EL Civics Final Submission

- Complete online at **CASAS > Training and Support > CASAS Peer Communities > California Accountability > EL Civics > Civic Participation**

End-of-the Year Data Submission

For data from July 1 – June 30

Due August 15

Third Quarter Core Performance Follow-Up Survey

- Run CA Core Performance Wizard
- Download surveys at www.casas.org
- Submit via TE software

End-of-the-Year TOPS Enterprise (TE) Data

- TE Desktop: Submit via TE software or mail disk to CASAS
- TE Online: Submit DIR to notify CASAS data is complete

Adult Education Personnel Wizard including years of experience and certifications

- Include in TE data submission
- Complete in Program Years section of TE Agency Record
- *For directions, see end of this document*

Data Integrity Report

- E-mail to capm@casas.org
- Or Fax/mail to CASAS

Payment Points Summary Report

- E-mail to capm@casas.org
- Or Fax/mail to CASAS

End-of-the-year Data Certification Letter

- Mail submission (only) to CASAS

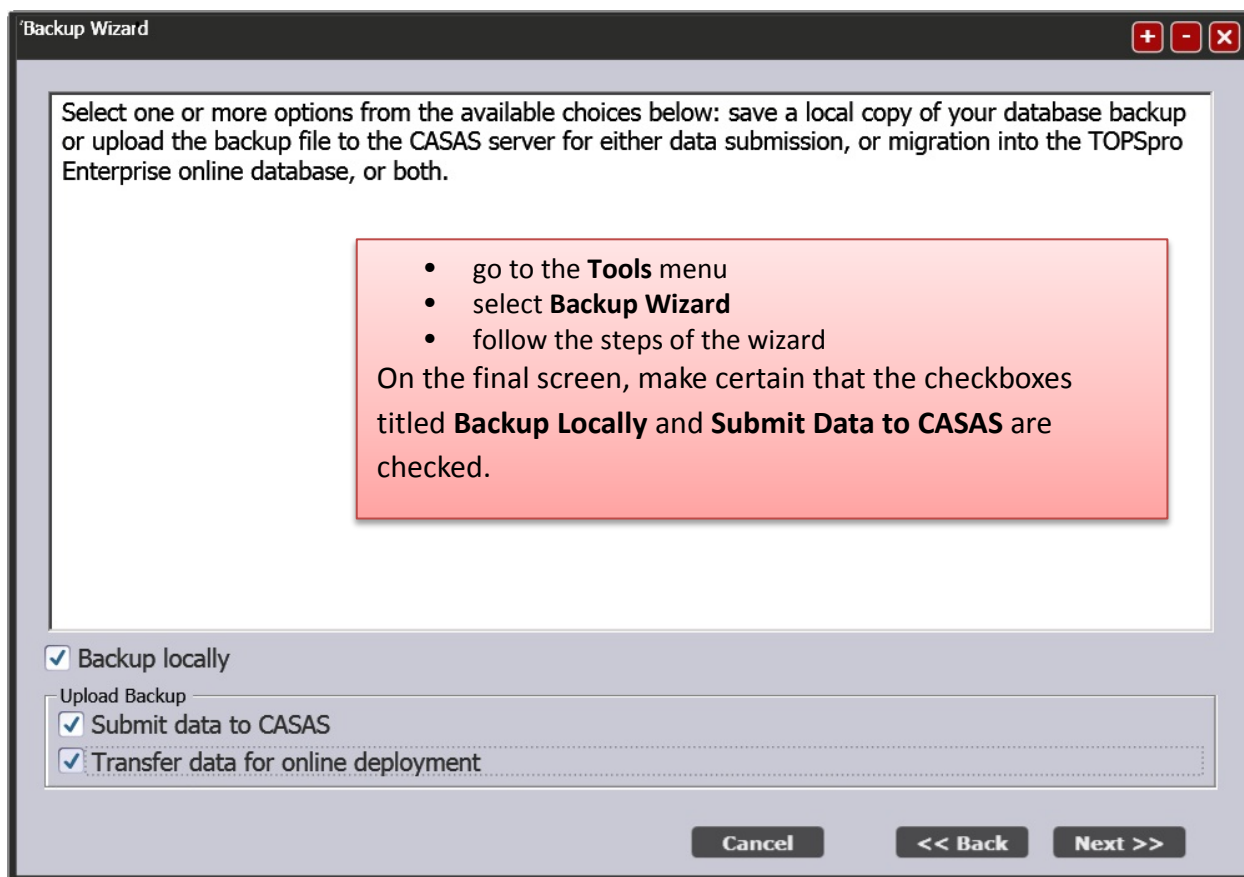
Final Expenditure Claim Report

- Complete on OTAN website
- Mail signed copy to CDE

TOPSpro Data Submission

Due: Quarterly

- If using **TE online**, once you submit your agency's **Data Integrity Report**, CASAS will consider your data to be complete and submitted. No separate submission needed.
- If using **Desktop version**, submit electronically using the Backup Wizard in TE or mail disk to: CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123-4339



Help
Documents

Training

- Instructions for the DIR Quarterly Submission

- Data Submission Guidelines

Data Integrity Report

Due Quarterly

Submit one of three ways:

- Email: capm@casas.org
- Fax: 858-292-2910
- Mail: CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123-2339

CASAS
08/19/2013
21:38:20
Agency: 4908 - Rolling Hills Adult School

Data Integrity
by Agency
Page 1 of 2
DIR2

Item Description	Item Count	Item Percent
01: Missing Birthdate or outside 16-110	1	0
02: Less than 12 Hours of Instruction	53	16
03: Zero or Empty Hours of Instruction	50	15
02a: Total hours between 1-11 hours	3	1
03: No Highest Year of School/Degree Earned	35	10
03a: No Highest Year of School	33	10
03b: No Highest Degree Earned	7	2
03c: Learners marked Degree or Diploma Earned but no Years of Schooling	6	2
03d: Degree earned marked as outside U.S., but not Highest Year of School	13	4
04: No Gender	1	0
05: No Race/Ethnicity	5	1
06: Total Reported Labor Force Status	234	69
06a: Total 'Employed'	93	27
06b: Total 'Unemployed'	96	28
06c: Total 'Not employed not seeking work'	42	12
06d: Total 'Retired'	3	1
06e: Total missing Labor Force Status	107	31
07a: No Entry Record (Missing Student Enrollment)	10	3
07b: No Update (Missing Follow-up Outcomes)	61	18
08: No Pretest	82	24
09: No Post-Test	125	37
10: No Valid Pretest Tests (Federal Table 4 and 4b only)	123	36
11a: Total eligible for NIG core performance follow-up cohorts	45	13
11b: Total eligible for NIG core performance follow-up cohorts but did not 'exit program'	182	53
12a: Number eligible for Enter employment cohort	22	6
12b: Eligible for Enter employment but did not exit program	24	7
12c: Number eligible for Retain employment cohort	23	7
12d: Eligible for Retain employment but did not exit program	90	26
14a: Number eligible for GED/high school diploma cohort	3	1
14b: Eligible for GED/high school diploma but did not exit program	4	1
14c: Qualified for high school diploma cohort with a pretest of 246+	1	0
14d: Qualified with self-selected level of ACE High	2	1
14e: Qualified for high school diploma cohort but scored lower than 236 on all CASAS tests	1	0
14f: Enrolled in HSD program but did not qualify for high school diploma cohort	14	4
15a: Number eligible for Post-secondary cohort	19	6
15b: Eligible for post-secondary but did not exit program	26	8
15c: Qualified with highest degree earned = GED, high school diploma, or some college, no degree	14	4
15d: Qualified with Passed GED or earned high school diploma on Update Record	5	1
15e: Qualified with enrollment in designated Transitions class	0	0
16: Passed GED or high school diploma on Update Record but did not place in any core performance cohort	5	1
17: No Primary Goal	17	5
18: No Secondary Goal	26	8
19: Total Status Updates	280	82
19a: Total 'Retained in Program'	215	63
19b: Total 'Left Program'	65	18
19c: Total 'No show'	2	1
19d: Total Missing Update Status	61	18
20: Work-based Project	1	0
21: Learners with a pretest in the conservative estimate range	13	4
22: Learners with a pre/post-test pair but less than 40 hours of instruction	36	11

Help Documents

- Generating the DIR
- Cleaning Up Your Data Integrity Report
- Instructions for DIR Quarterly Submission

Training

- CA Data Integrity Report
- DIR Overview and Interpretation
- DIR Drilldown

Core Performance Follow-Up Surveys

Due Quarterly

Results entered into TE; submitted within TE data submission

Learners in this survey had primary or secondary goals of get a job, retain job or enter postsecondary training or education and left your program during the previous quarter.

- Download surveys for distribution by phone, mail, or e-mail at www.casas.org
- Agencies should indicate in TE which method (mail, e-mail, phone, or other method) were used to survey learners.
- WIA Title II agencies must submit Core Performance data separately for each quarter.
- 225 jail programs need to submit survey data separately from the adult school.
- Retain copies of the surveys you receive for monitoring/auditing purposes.
- Remember to run a separate report for any distance learning students, send a special survey to distance learners, and identify these students when entering surveys on the website.

The screenshot shows the 'California Core Performance Wizard' window. It contains instructions for generating a report, a list of tips for data entry, and a section for selecting the program year and quarter. A red callout box on the right side of the window contains the following text: 'Using the *Core Performance Wizard*, a list of randomly selected students will be generated for your agency. You will not be able to re-generate the list. These are the students you must survey for follow-up.'

California Core Performance Wizard

Click **Next** to generate the Core Performance report for the Current Program Year. (If you have already generated the random samples are disabled.) These reports will display random sampling is applied.

You will also find the lists generated by this wizard in the Agency edit/view screen.

Carefully review the report on the subsequent pages and make sure the pool of learners is the correct size.

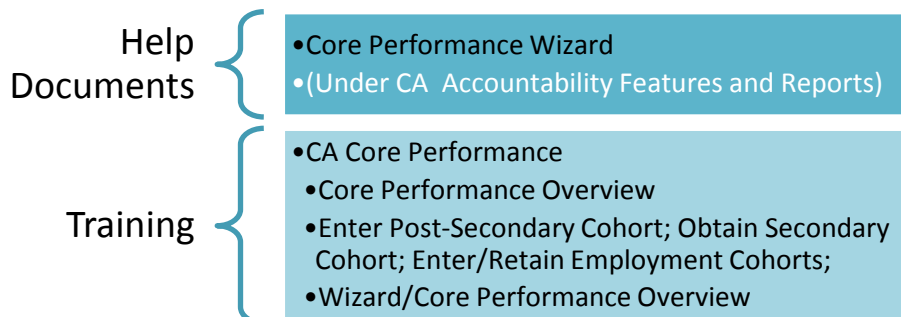
- To qualify more learners for the Core Performance Measure: Entered Employment, please make sure that the Labor Force status and the program exit status are completed properly for all learners.
- For the Core Performance Measure: Retained Employment, please make sure that the Labor Force status and the program exit status are completed properly for all learners.
- For the Core Performance Measure: Entered Postsecondary, please make sure that the Highest Diploma and Degree earned, educational results, and the program exit status are completed properly. Also please ensure that the Transition to Postsecondary classes are designated correctly for all learners.

Please select a quarter, then click the **Next** button to continue.

Selected Program Year: 7/1/2012 - 6/30/2013

Selected Quarter: ☐ 1 ☐ 2 ☒ 3 ☐ 4

Buttons: Cancel, << Back, Next >>



EL Civics Objectives and Additional Assessment Plans

Due October 31 (at least one Objective and AA)

Due April 30 (all Objectives and AAs, including deletions and changes)

Submit online at www.casas.org

ELC Civics Program Implementation Web Site

English Literacy and Civics Education Web Site

Return to CASAS home page

Civic Participation Tutorial
Step-by-Step Instructions

If you are visiting this site for the first time, or require additional assistance or information about Civic Participation [click here](#).

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All EL Civics Agencies

Resources

- [CDE Adult Education Web Site](#)
- [OTAN Web Site](#)
- [California EL Civics Mini-Grant Products Listed on OTAN](#)
- [EL Civics Lesson Plans, CA Adult Education Approved](#)
- [Adult Low-Level Literacy Curriculum Modules](#)
- [2010 - 11 Calif. WIA Title II Ordering Guide](#)
- [2010-11 EL Civics Ordering Guide](#)
- [CASAS Instructional Materials QuickSearch for ELC](#)
- [Correlation of Instructional Materials to EL Civics Objectives](#)
- [CASAS Bibliography of Citizenship Materials](#)
- [U.S. Department of Education English Literacy and Civics Education](#)

Citizenship Preparation

- [Information on Citizenship Preparation](#)
- [Civic Participation](#)
- [Introduction](#)
- [Summary of Program](#)
- [Guidelines for 2010-2011 Civic Participation Programs](#)
- [Needs Assessment Information for Civic Participation Agencies](#)
- [Civic Participation Technology Plan](#)
- [Civic Objectives and Additional Assessment Plans](#)
- [Pre-Approved Civic Objectives List](#)
- [Pre-approved Additional Assessment Plan List](#)
- [Civic Objectives & Additional Assessment Plans - Selection Process](#)
- [Your Agency's Objectives and AAP Selections / Download COAPs](#)

Current Selections for Rolling Hills Adult School

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Below is a list of your agency's current civic objectives and additional assessment plans (COAPs). To view or print the full details of your selected COAPs, click **Current Selections — Full Details**. To make changes to your selections click **Add**, **Edit**, or **Delete Selections**.

[Add, Edit, or Delete Selections](#) | [Current Selections — Full Details](#) | [Download COAPs for Import to TOPSpro](#) | [View Last Year's Selections](#)

Civic Obj #	Civic Objective	AAP #	Date Submitted	Approval Status
1	Identify, evaluate, and compare financial service options in the community such as banks, credit unions, check-cashing services, and credit cards.	1.4	6/24/10	Approved
2	Access community or commercial agencies to resolve a consumer complaint. (This objective has only 2 AAPs)	2	2/4/11	Pending
6	Identify basic housing issues, including home maintenance problems tenant rights and responsibilities. Advocate for solutions.	6.3	7/9/10	Approved
26	Identify and access free or low cost medical, dental, and other health care services.	26.3	11/22/10	Approved
33	Identify and access employment and training resources needed to obtain and keep a job.	33.10	11/24/10	Approved
45	Identify basic features of the local, state, and federal legal system including individual rights, laws, and ordinances as well as procedures for obtaining legal help. (This objective has only 2 AAPs)	45.3	7/9/10	Approved
46	Access resources for nutrition education and information related to the purchase and preparation of healthy foods	46.4	7/9/10	Approved
47	Identify strategies and resources to effectively use the Internet safely.	47.1	7/12/10	Approved

[Add, Edit, or Delete Selections](#) | [Current Selections — Full Details](#) | [Download COAPs for Import to TOPSpro](#) | [View Last Year's Selections](#)

Help Documents

Training

- How to Download EL Civics Additional Assessments
- Adding EL Civics Additional Assessments
- (Under CA Accountability Features and Reports)

- EL Civics Basics
- EL Civics Q & A

Submit online at www.otan.adulted.us

Need Help?

- 10

Expenditure Report/Claim Document

Due Quarterly

Submit online at www.otan.us

AAA Test Account / 34-99999
Fiscal Year 2013-14 , April Expenditure Claim Report
Total Grant Award: \$ 320,333

FORM INSTRUCTIONS:

- Budgeted Amounts shown are from the agency's currently approved budget. Enter expenditure amounts for each Object Code under the approved programs. Enter numeric, whole dollar amounts. Do not enter dollar symbols, words, or special characters.
- Click "Update" to calculate subtotals. Click "Save and Continue" at the bottom of the form to save and continue to the next page.

Section 225: PCA 13971 - Resource Code 3940					Grant Amount: \$ 10,000	
Object Code	Budget	Expended 07/01/2010 - 09/30/2010	Expended 10/01/2010 - 12/31/2010	Expended 01/01/2011 - 03/31/2011	Total Expended To-Date	Balance Left (Budget - Expended)
1000	\$ 0	0 ⁽¹⁾	0 ⁽¹⁾	0 ⁽¹⁾	0 ⁽¹⁾	\$ 0
Admin. Exp.	\$ 39	\$ 31	\$ 0	\$ 8	\$ 39	\$ 0
2000	\$ 7	\$ 0	\$ 0	\$ 7	\$ 7	\$ 0
Admin. Exp.	\$ 2,100	\$ 0	\$ 0	\$ 2,100	\$ 2,100	\$ 0
3000	\$ 2,100	\$ 0	\$ 0	\$ 2,100	\$ 2,100	\$ 0
Admin. Exp.	\$ 49	\$ 0	\$ 0	\$ 49	\$ 49	\$ 0
4000	\$ 2,200	\$ 0	\$ 0	\$ 2,200	\$ 2,200	\$ 0
Admin. Exp.	\$ 2,500	\$ 0	\$ 0	\$ 2,500	\$ 2,500	\$ 0
5000	\$ 500	\$ 0	\$ 0	\$ 500	\$ 500	\$ 0
Admin. Exp.	\$ 500	\$ 0	\$ 0	\$ 500	\$ 500	\$ 0
Total	\$ 9,995	\$ 31	\$ 0	\$ 9,964	\$ 9,995	\$ 0
Reimbursement Total:					\$ 9,995	
Section 231 - ABE, ESL, Fam. Lit: PCA 14508 - Resource Code 3905					Grant Amount: \$ 210,906	

**Need
Help?**



- Contact your CDE Consultant for budget questions

Training



- OTAN
- Call OTAN at 1-800-894-3113 (CA Only)

AEFLA/WIA II Program Implementation Survey

Due April 30

Submit as directed by the CDE

The WIA II Program survey is a qualitative data collection survey conducted by programs annually. It should be completed by your agency's Program Administrator by **April 30th** (1 per agency).

2014-2015 WIA II Survey

| Section 1 of 8 sections | [Next](#) | [Last](#)

1. I, as a WIA Title II administrator/coordinator, use the following TOPSpro reports. Please check all that apply.

- ☐ Data Integrity
- ☐ Federal Tables: 4 and 4b
- ☐ NRS Performance
- ☐ Payment Points
- ☐ Persister Report
- ☐ Demographic Summary Report
- ☐ Other
- ☐ None of the above

2. Teachers in my agency receive the following TOPSpro reports. Please check all that apply.

- ☐ Class Performance by Competency
- ☐ Class Profile
- ☐ Content Standards
- ☐ Student Test Summary
- ☐ Suggested Next Test Level
- ☐ Other
- ☐ None of the above
- ☐ Not sure

3a. Please describe a successful strategy you use for sharing data with your instructional staff.

**Need
Help?**



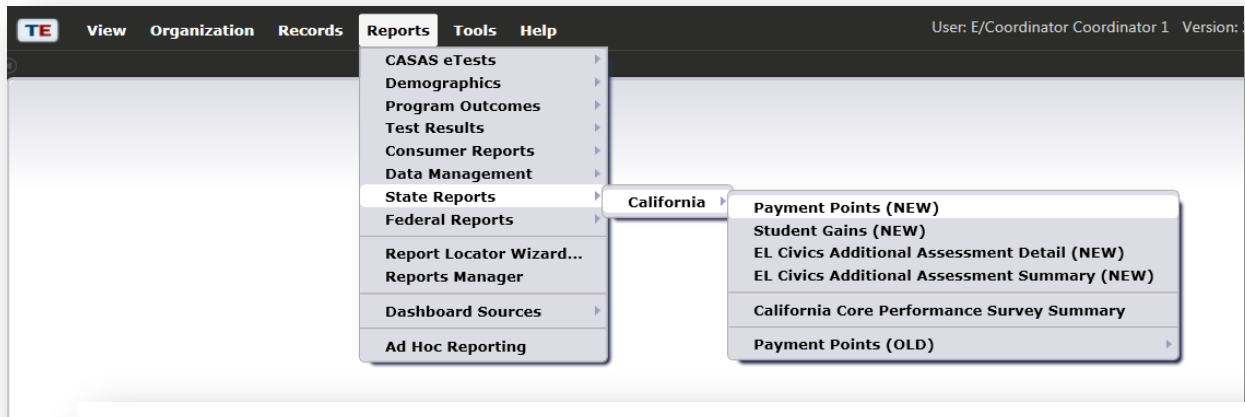
- Contact your CDE Consultant

Payment Points Summary Report

Due August 15

Submit one of three ways:

- Email: capm@casas.org
- Fax: 858-292-2910
- Mail: CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123-2339



01/08/2015
16:11:23

Payment Points Summary (NEW)

Page 1 of 1
PPSR2

Agency: 4908 - Rolling Hills Adult School
Program Year: 2014-2015

Funding: ☐ 225 Funding ☒ 231 Funding
☒ Civic Participation ☒ Citizenship Preparation

Funding	Program/ Focus Areas	Total # of Enrollees Overall	Total # of Enrollees Overall with paired scores	Payment Points																		Total PP	
				Completed NRS Educational Level		Advanced NRS Educational Level		Received a HSE Certificate		Received a High School Diploma		Passed CAHSEE		Passed Citizenship Interview Test		Passed Government & History Test		AA 1		AA 2			
				N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%		
225/231	Basic Skills (ABE)	46	17	7	15.2	3	6.5	0	0.0	0	0.0	0	0.0									10	
	ESL	233	190	114	48.9	73	31.3	0	0.0	0	0.0	0	0.0									187	
	Adult Secondary Education	4	0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0									1	
EL Civics	Civic Participation	29	14															16	55.2	10	34.5	26	
	Citizenship Preparation	8	3											0	0.0	2	25.0					2	
Totals:		320	224	122	38.1	76	23.8	0	0.0	0	0.0	0	0.0	0	0.0	2	0.6	16	5.0	10	3.1	126	

Number of unduplicated learners: 283

Notes: Total # of Enrollees Overall is a duplicated count of students across programs.

Not Applicable

Help Documents

- Generating Payment Points Reports
- Generating Payment Points Data Flags
- Generation Payment Points Reports - Drill-down Options

Training

- CA Payment Points
 - Overview & Interpretation
 - Advanced Issues
 - Drill Down

End-of-Year Certification Letter

Due August 15

Submit by mail only: **CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123-2339**

Where to find it: **Sent to your agency with the End-of-the-Year letter.**

- You can also find it here: [Home](#) > [Training and Support](#) > [CASAS Peer Communities](#) > [California Accountability](#) > CDE Beginning and End of Year Letters for Accountability Requirements

Attachment 2
Page 1 of 1

**CALIFORNIA DEPARTMENT OF EDUCATION
WORKFORCE INVESTMENT ACT, TITLE II: ADULT EDUCATION AND FAMILY LITERACY ACT
2013–14 END-OF-YEAR DATA SUBMISSION CERTIFICATION LETTER**

This certifies that the enclosed end-of-year data and reports are accurate and complete. This is the official data submission for this agency for the 2013–14 program year. I certify that there are complete records to support all TOPSpro® Enterprise data submitted and that all programs have been conducted in accordance with federal and state laws and regulations.

I have enclosed or submitted the following data submission requirements, checked below, to comply with the 2013–14 end-of-year requirements:

- ☐ Completed TOPSpro® Enterprise Adult Education Personnel, Teachers' Years of Experience, and Teacher Certification tables
- ☐ Data Integrity Report
- ☐ Payment Points Summary Report (New)
- ☐ Completed and Signed End-of-Year Data Submission Certification Letter (this document)
- ☐ TOPSpro® Enterprise Data Submission File:
 - ☐ Sent electronically on _____ OR
 - ☐ Mailed on _____

I understand that the Comprehensive Adult Student Assessment Systems (CASAS) will return an official verified Payment Points Summary Report to our agency based on the data submitted. At that time, our agency will have the opportunity to compare the official Payment Points Summary Report produced by CASAS to the report we produced internally. If discrepancies exist, our agency will have the opportunity to contact CASAS as well as your California Department of Education Regional Consultant to resolve disputes during this time period:

**Need
Help?**

- Contact your CASAS Program Specialist

Adult Education Personnel Wizard

Due August 15

Submit electronically in TE

The AE Personnel information for all staff assigned to WIA Title II programs and must be completed in TOPS Enterprise before submitting your EOY data.

Note: ADA and enrollment data are not required

Help Documents

- Adding Personnel Records
- (Under Class/Student/Personnel Information)

Training

- TE Basics