

# 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](mailto: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

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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](http://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](mailto: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://adulthood.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](http://cde.ca.gov) > **adult education > Resources > Assessment Policy Template**

# Quarter 2 Data Submission

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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](http://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](mailto: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

# 3<sup>rd</sup> Quarter Data Submission

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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](http://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](mailto: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

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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](http://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](mailto:capm@casas.org)
- Or Fax/mail to CASAS

## Payment Points Summary Report

- E-mail to [capm@casas.org](mailto:capm@casas.org)
- Or Fax/mail to CASAS

## End-of-the-year Data Certification Letter

- Mail submission (only) to CASAS

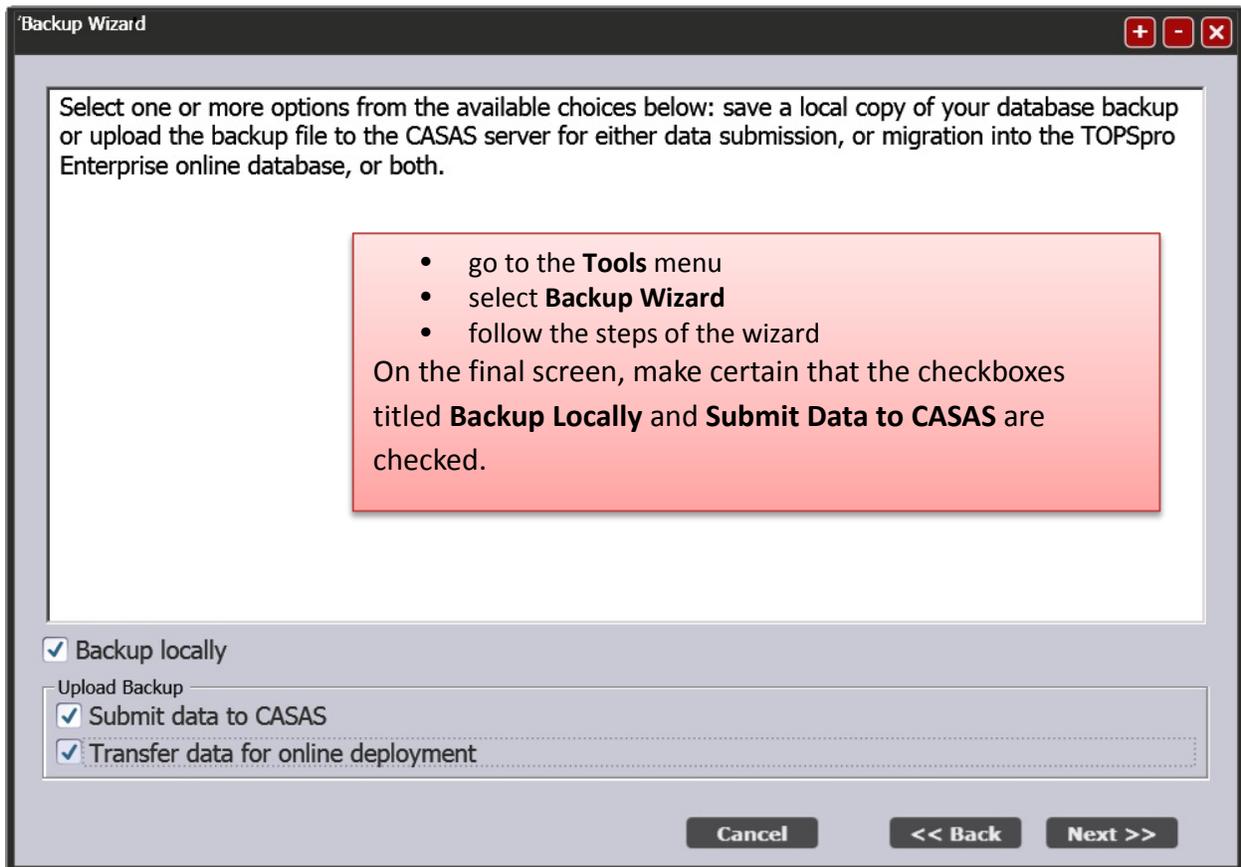
## Final Expenditure Claim Report

- 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

- Instructions for the DIR Quarterly Submission

Training

- Data Submission Guidelines

# Data Integrity Report

Due Quarterly

Submit one of three ways:

- Email: [capm@casas.org](mailto: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
02a: Zero or Empty Hours of Instruction	50	15
02b: Total hours between 1-11 hours	3	1
03: No Highest Year of School/Degree Earned	35	10
03a: No Highest Year of School	35	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
07: No Entry Record (Missing Student Enrollment)	30	9
07b: No Update (Missing Follow-up Outcomes)	61	18
08: No Pretest	82	24
09: No Post-Test	125	37
10: No Valid Paired Tests (Federal Table 4 and 4B only)	123	36
11a: Total eligible for NIS core performance follow-up cohorts	45	13
11b: Total eligible for NIS 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	30	9
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
15f: 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'	63	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

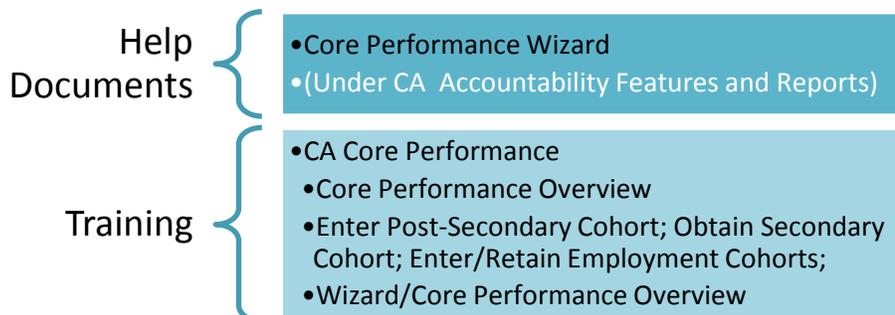
Due Quarterly

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](http://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.

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.



# 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](http://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. Administration Manual](#)
- [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](#)
- **Civics Objectives and Additional Assessment Plans**
- [Pre-Approved Civics Objectives List](#)
- [Pre-approved Additional Assessment Plan List](#)
- [Civics Objectives & Additional Assessment Plans - Selection Process](#)
- [Your Agency's Objectives and AAPs \(Reports / Download COAAs\)](#)

California English Literacy and Civics Education

### Current Selections for Rolling Hills Adult School

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Below is a list of your agency's current civics objectives and additional assessment plans (COAAs). To view or print the full details of your selected COAAs, 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 COAAs for Import to TOPSpro](#) | [View Last Year's Selections](#)

Civics Obj #	Civics 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.	<a href="#">1.4</a>	6/24/10	Approved
2	Access community or commercial agencies to resolve a consumer complaint. (This objective has only 2 AAPs)	<a href="#">2</a>	2/4/11	Pending
6	Identify basic housing issues, including home maintenance problems tenant rights and responsibilities. Advocate for solutions.	<a href="#">6.3</a>	7/9/10	Approved
28	Identify and access free or low cost medical, dental, and other health care services.	<a href="#">28.3</a>	11/22/10	Approved
33	Identify and access employment and training resources needed to obtain and keep a job.	<a href="#">33.10</a>	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)	<a href="#">45.3</a>	7/9/10	Approved
46	Access resources for nutrition education and information related to the purchase and preparation of healthy foods	<a href="#">46.4</a>	7/9/10	Approved
47	Identify strategies and resources to effectively use the Internet safely.	<a href="#">47.1</a>	7/12/10	Approved

[Add, Edit, or Delete Selections](#) | [Current Selections — Full Details](#) | [Download COAAs 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



# Expenditure Report/Claim Document

Due Quarterly

Submit online at [www.otan.us](http://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 <sup>(1)</sup>	0 <sup>(1)</sup>	0 <sup>(1)</sup>	0 <sup>(1)</sup>	\$ 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
<b>Total</b>	<b>\$ 9,995</b>	<b>\$ 31</b>	<b>\$ 0</b>	<b>\$ 9,964</b>	<b>\$ 9,995</b>	<b>\$ 0</b>
<b>Reimbursement Total: \$ 9,995</b>						
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).

**CASAS** 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?**



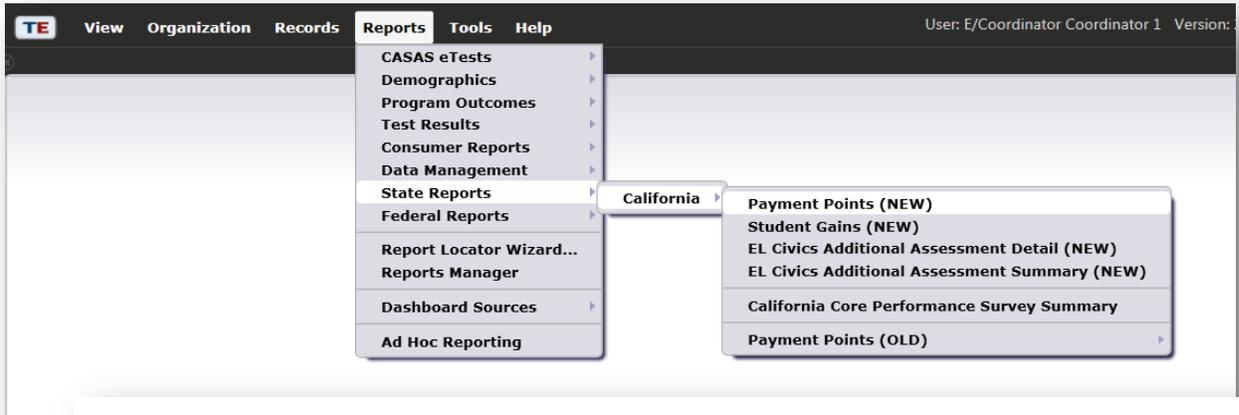
- Contact your CDE Consultant

# Payment Points Summary Report

Due August 15

Submit one of three ways:

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



**CASAS**  
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 Enrobes Overall	Total # of Enrobes 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	%
	Basic Skills (ABE)	46	17	7	15.2	3	6.5	0	0.0	0	0.0	0	0.0									10
225/231	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	20	14															16	55.2	10	34.5	26
	Citizenship Preparation	8	3											0	0.0	2	25.0					2
	<b>Total:</b>	<b>320</b>	<b>224</b>	<b>122</b>	<b>38.1</b>	<b>76</b>	<b>23.8</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>2</b>	<b>0.6</b>	<b>16</b>	<b>5.0</b>	<b>10</b>	<b>3.1</b>	<b>226</b>

Number of unduplicated learners: 283

Notes: Total # of Enrobes 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*

**Professional Status Info**  
Personnel: 8764 - Ms. Maria Amber King  
Program Year: 7/1/2012 - 6/30/2013

**Identification**  
Years of Experience: 5  
Teacher Certificates:  
 N/A  
 Adult Education Certificate  
 K-12 Certification  
 Special Education Certification  
 TESOL Certification

**Personnel Employment Information**  
Container: 4908 - Rolling Hills Adult School  
Personnel: -

**Select Personnel**  
Personnel: Container: 4908 - Rolling Hills Adult School  
Personnel: No selection

**Select Container**  
Container: 4908 - Rolling Hills Adult School

**Employment Identification**  
Record Date: 7/1/2012  
Employment Type:  
 N/A  
 State-level Administrative/Supervisory/Ancillary Services  
 Local-level Administrative/Supervisory/Ancillary Services  
 Local Teacher  
 Local Counselor  
Local Paraprofessional  
Job Type:  
 N/A  
 Full-time  
 Part-time  
 Unpaid volunteer

- Help Documents {
- Adding Personnel Records
  - (Under Class/Student/Personnel Information)
- Training {
- TE Basics