CAEP Employment and Earnings Survey
Fourth Quarter Program Year 2022–2023 Guidelines

This document outlines Employment and Earnings Survey requirement for CAEP funded agencies. [Frequently Asked Questions (FAQs)](#) are located at the end of this document. Complete these steps using our recommended timeline in the table below.

Dates	Task	Step Reference/Notes
May	Save Exit Population for PY '22–23 – Q2'	[Step 2](#)
May – June	Send a survey invite to students where **Exit Quarter** = "22–23 – Q2"	[Step 3](#)
July	Grace period for sending survey invites and receiving responses.	After the grace period, you will not be able to send survey invitation through TOPSpro Enterprise (TE).

Step 1: Prepare your data

Ensure all students and their attendance hours for program year 2022–2023 – Quarter 2 have been entered into TE.

Any students marked as **Retained in Program** will exit at the end of this program year. **It is not recommended to use this program status.** To check which students, have this program status:

1) Go to **Records**, **Programs**, and then **Enrollments.**
2) Click the small filter button in the **Program Status** column header.
3) Select the box for "Retained in Program" then click **OK.**
4) Remove "Retained in Program" status.

Next, we need to revisit the list of students who exited in the second quarter of Program Year 2022–2023 (two quarters back) by generating the Core Performance Population Report. In TE,

5) Go to **Reports**, **Federal Reports**, and then **Core Performance Population**
6) Select "7/1/2022 – 6/30/2023" and under Special Options select Quarter "2".
7) Click **Generate**. Once generated, you can click **Export** this to Excel, or a PDF file if you wish. Please note the report will have two tables one for "NRS Students" and another for "CAEP only Students." Students who fall into the "NRS Students" table meet the Federal Reporting guidelines while "CAEP only Students" in the second table include students from additional instructional

programs, such as CTE or Workforce Preparation. Students are not duplicated in both tables.

8) Review and make any necessary changes using drill downs to the data before moving on.

Step 2: Save your exit population

1) Go to **Tools** and then **Core Performance Wizard**.
2) Select program year "7/1/2022 – 6/30/2023". Click **Next** and select quarter "2". Click **Next** again to generate the report.
3) The **Core Performance Population** report, just like in Step 1.3, should generate. Review the report for accuracy because once the Wizard is generated, you cannot run the Wizard again for the same quarter.
4) Click **Next** then click **Finish** to save the list of students.
5) To review the results, go to **Records** and then **Core Performance Students**. By default, the lister is filtered for **Exit Quarter** = "Two Quarters Back". Make sure the list displaying contains students where **Exit Quarter** = "22–23 – Q2."

Step 3: Send a survey invite to all students where Exit Quarter = "22–23 – Q3"

1) Under **Records** and then **Core Performance Students**, ensure the **Exit Quarter** column filter set to "Two Quarters Back" or "22–23 – Q2".
2) Select students from the filtered list and click the **Send Survey Invite** button in the toolbar. Once the Survey Wizard window pops up, click **Yes** then **Next**.
   a. If you want to administer surveys to a specific subset of students, hold "Ctrl" key on your keyboard and click the desired student records. Otherwise hold "Ctrl"+ "A" on your keyboard to select the whole population displayed in the lister.
3) Review the list of students selected. If needed, you can remove students from this list by highlighting the student and selecting **Delete Selected Records**. Click **Next** after you have reviewed the list.
4) Select a Survey Language then click **Next**.
5) Select a Delivery Method then click **Next**.
6) The next screen will provide suggested invitation delivery and expiration dates.

Select Invitation Delivery Date for Second Quarter after Exit:	5/9/2023 ▾	Select Invitation Expiration Date for Second Quarter after Exit:	8/1/2023 ▾

   a. The first date in the first row is the delivery date for the "Second Quarter after Exit" invitations. In other words, the survey invitations need to be sent out in the current quarter. The Invitation Delivery Date will default too today. It is suggested to keep the default dates, but you may choose different delivery dates.

    b. The second date in the first row is the expiration date for the survey invitation for the current quarter if the survey has never been opened or answered.

Select Invitation Delivery Date for Fourth Quarter after Exit:	11/9/2023 ▾	Select Invitation Expiration Date for Fourth Quarter after Exit:	2/1/2024 ▾

    c. The first date in the second row is the delivery date for the "Fourth Quarter after Exit" invitations. These are the automatic survey invitations for the PY 2023–24 Second Quarter Employment and Earnings Requirement. It is suggested to keep the default dates, however you can choose another date in that second quarter.

    d. The second date in the second row is the expiration date for the "Fourth Quarter after Exit" if the survey has never been opened or answered.

    e. Please note that following up with CAEP only students' four quarters after exit isn't required. The Survey Wizard is set this way by default.

7) On the next screen, select either "Administer without survey customization" or "Apply Survey Customization."

8) Complete the wizard.

9) Repeat Step 3A until you have sent surveys to all students listed under **Records** and then **Core Performance Students** where **Exit Quarter** = "22–23 – Q2".

    a. You can add the column "Has Survey Q2" to verify all surveys have been sent.

10) See [FAQs](#) to determine if you have completed the requirement.

Step 4: View current quarter invitations

At this point, all survey invitations should have been sent to students.

To view the status of the survey invitations, go to **Records** and then **Invitations.** It is important to note that lister only filters by **Quarter to take Survey** and not **Exit Quarter**. See [FAQs](#) to determine if you have completed the requirement for this quarter.

This lister will show the date the invitation was sent in the **Date to Send Invitation** column and when the invitation will expire in **Date When Invitation Expire** column. The **Was Accessed** column indicates if a student has clicked on the survey link. If the invitation has been successfully sent to the student, in the **Delivery Status** column will state "Delivered."

To view future survey invitations, change the filter **Quarter to Take Survey** column to "23–24 – Q2". Notice that these invitations show "Pending" in the **Delivery Status** column because the date to send the invitation is in the future.

If you would like to resend a survey from this lister, select the student(s) and click the **Resend Invite** button in the top toolbar. A survey wizard will pop up. See [FAQs](#) for more information on survey limits.

OPTIONAL Step 5: Personally contact students who do not respond

Use the **Survey Responses** lister to manage and manually enter survey responses. From this lister, you can **Resend Invite** or **Answer Survey** by clicking either button in the toolbar. There are similar columns as seen in the Invitations lister which were detailed in Step 4.

To manage and manually enter survey responses,

1) Go to **Records** and then **Survey Responses.** The default filter for **Quarter to Take Survey** is set to "Current Quarter." Confirm that the list of students shown have a **Quarter to Take Survey** = "22–23– Q4.'

2) Next click the **Filter** button in the top toolbar. Next, click on the filter drop down menu and select "(Default)." It may already be selected.
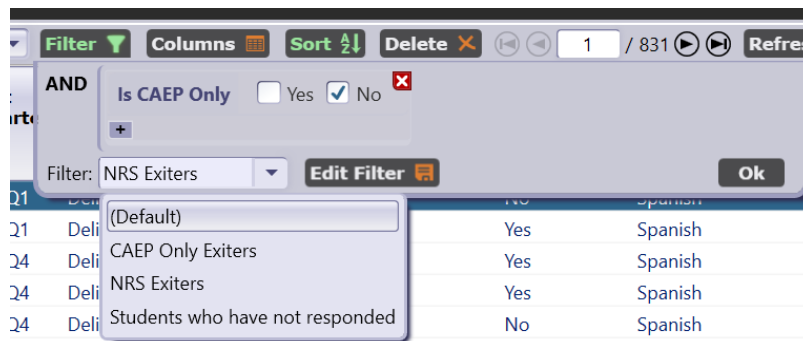
3) From this filtered list, select the student(s) who have not responded to the survey by filtering the **Survey Responded** column to "No."

4) Select a student and click **Answer survey** in the top toolbar or at the bottom of the student survey record by double clicking on a student. Manually enter responses in the student's survey which will pop up in a separate browser.

Survey

Quarter to Take Survey: 22-23 - Q2		**Exit Quarter:**	21-22 - Q2
Delivery Status: Delivered		**Survey Accessed:** No	**Survey Responded:** Yes **Filled-in by Staff:** Yes
Sent to Portal On: 5/14/2022		**Updated from Portal On:** 1/26/2023	
Contact Status: Contacted		**Contact Notes:**	

Survey Items

Item Responses

#	Item Name	Item Prompt	Was Answered	Answer
1	Different School Attendance	Are you attending school in a different area?	☑	No
2	School Name	What school do you attend now?	☐	
3	Labor Force Status	Do you have a job now?	☑	No
4	Monthly Income	How much do you usually earn in one month?	☐	

Student

Full Name:	Nayeli Valenzuela Peregrino	**Email:**	N/A
Phone:	(206)555-4330	**Cell Phone:**	(206)555-4330

Interact with Student Portal [Answer survey] [Get item responses]

5) Once you have completed the survey, click **Get Item Responses** in the student's survey record to populate the Survey Items table.

6) Also in the Student's Survey record, staff can manage surveys using the **Contact Status** or **Contact Notes** fields.

7) To edit survey responses, select the student whose survey you are trying to edit. Click on **Answer Survey**. Click on **Edit Survey** and put in new answers. Return to TE and click **Get Item Responses** under the student's survey information.

8) You can also add "Survey Answer Employed" and "Survey Answer Quarterly Wage" columns to Survey Responses lister where Survey Name = "NRS Core Employment and Earnings Follow-up Survey" to view all responses on the main lister.

9) Continue until all students have responded to the survey. See FAQs to determine if you have completed the requirement.

Frequently Asked Questions (FAQs) on next page.

Frequently Asked Questions (FAQs)

Question: How do I know if I have completed the quarterly deliverable requirement?

You will know you have completed the deliverable requirement if students who have exited in "22–23 – Q2" have been sent surveys. For this deliverable requirement, under **Records** and then **Survey Responses** filter **Quarter to take Survey** column for "22–23 – Q4". If the **Exit Quarter** column has "22–23 – Q2" surveys, then you have completed the requirement.

Question: How can I export the employment and wage data obtained from the survey by student?

You can add "Survey Answer Employed" and "Survey Answer Quarterly Wage" columns to Survey Responses lister (**Records** > **Survey Responses**) where **Survey Name** = "NRS Core Employment and Earnings Follow-up Survey". Also from the Survey Responses Lister, you can click **Export** in the top toolbar then **Export by Student Survey Items.**

Question: Our agency is also WIOA funded. What about the WIOA requirements? What's the difference?

This document is for CAEP-only agencies. If you are also California WIOA, Title II funded, refer to "Employment and Earnings Schedule" for the current quarter. Following those instructions fulfills both the WIOA, Title II and CAEP data submission requirements. CAEP and WIOA, Title II have different follow-up requirements. Currently, CAEP agencies only need to focus on sending the surveys to exiters two quarters after exit.

Question: I sent my all my surveys, but they all aren't showing on the Surveys lister? Why is this?

The Survey's lister by default only shows "NRS Exiters." In **Records** and then **Survey Responses**, click the **Filter** button next to your agency. Click on the drop-down menu and select "CAEP Only Exiters." The hidden CAEP survey records should now appear. See Step 5.2 for a screenshot of the Filter drop down menu.

Question: Is there a limit on the number of survey invitations we can send to students?

For text messages, there is a limit of 3 invitations per student per quarter. There is no limit for emails.

Question: Does the text message get sent to the "phone" or "cell phone" number?

TE will try both "phone" and "cell phone". If the first attempt fails, TE attempts the second number available.

Question: I made a mistake entering a student's survey. How can I fix it?

To edit survey responses, select the student whose survey you are trying to edit. Click on **Answer Survey**. Click on **Edit Survey** and put in the new answers. Return to TOPSpro Enterprise and click **Get Item Responses** under the student's survey information.

Question: When do we contact students who do not respond to the survey?

You may contact students during the quarter in which you are sending survey invitations to them, and up to one month after the current survey quarter ends.

Question: It's past the data submission due date. What now? I'm getting errors.

You will need to contact the CASAS Technical Support Staff to assist. TE no longer allows you to use the student portal to send surveys. CASAS staff will manually create student survey records for the missed surveys, and you will have to personally contact and manually enter responses for all students on the list before the requirement is marked as complete.

Question: Can I use the 'Resend Invite' button after the grace period?

No. TE no longer allows you to use the student portal to send surveys. Agency staff will need to contact students directly and then enter responses manually.

For additional information on the Employment and Earnings Requirement, please see the [California Employment Follow Up Survey](#) page on the CASAS website.