CASAS ®

Comprehensive Adult Student Assessment Systems

California Core Performance Employment and Earnings Survey

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Presented by

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Data Matching Two Ways

Way #1: Social Security Number (SSN)

• CDE has emphasized use of SSN for data matching purposes.
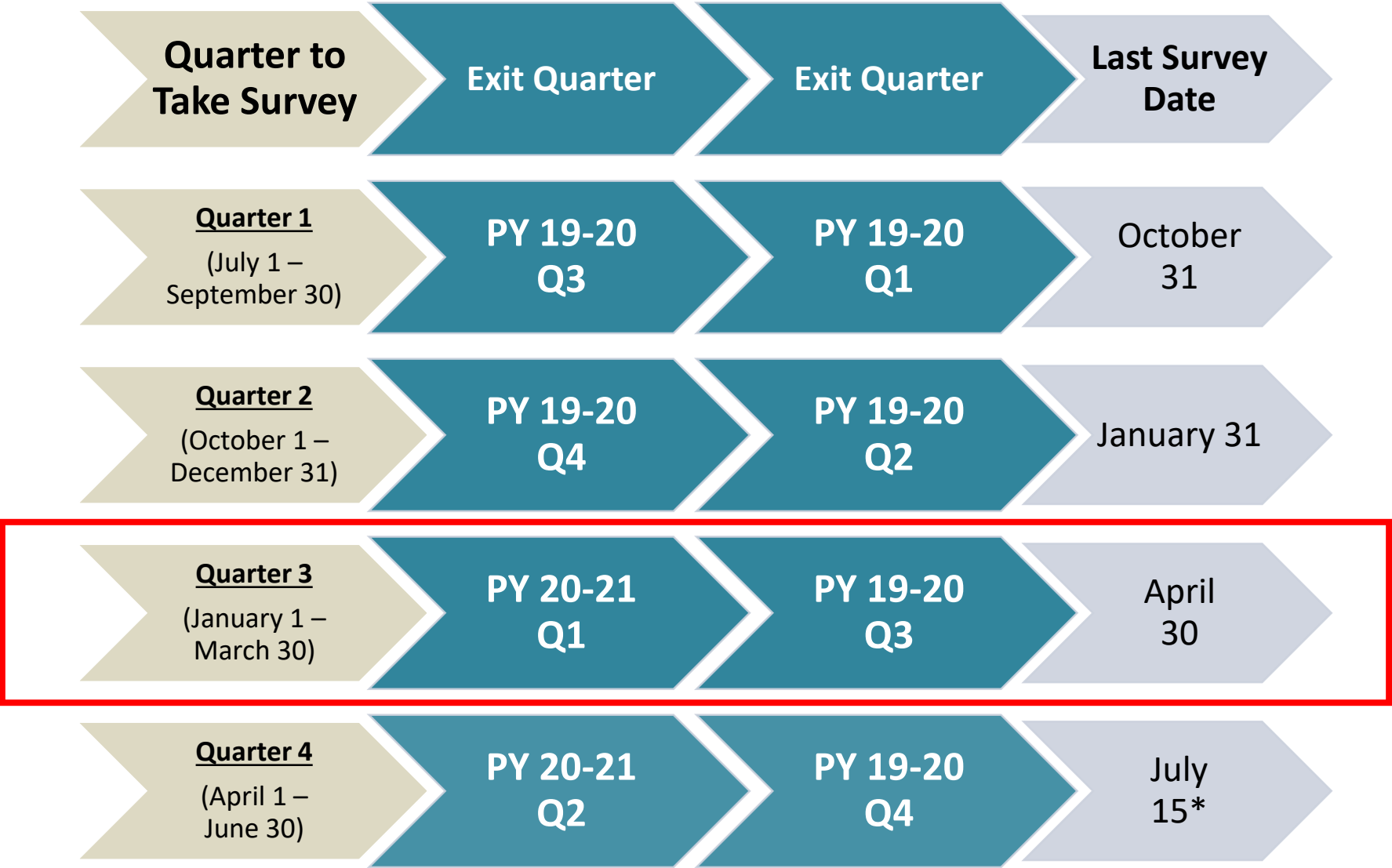
Way #2: The Employment and Earnings Follow-Up Survey

• California developed a follow-up survey to obtain supplemental jobs and wages information for NRS Table 5, so that the state does not rely exclusively on students with SSN…. A.k.a. The Employment and Earnings Follow-up Survey
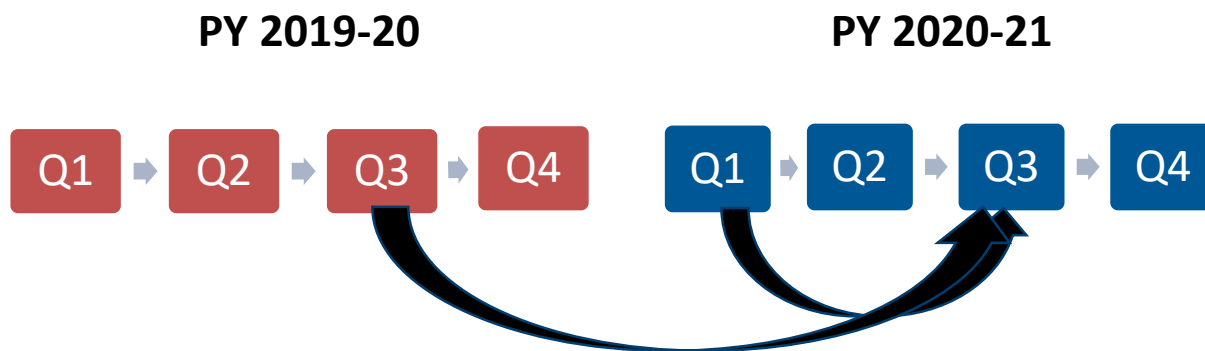
A **Quarterly** Process

- All WIOA, Title II students who do not provide an SSN will need to be sent a Employment and Earnings Survey <u>two quarters after they exit and again four quarters after exit.</u>

| Quarter to Take Survey | Exit Quarter | Last Survey Date |

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Quarter to Take Survey	Exit Quarter	Exit Quarter	Last Survey Date
Quarter 1 (July 1 – September 30)	**PY 19-20 Q3**	**PY 19-20 Q1**	October 31
Quarter 2 (October 1 – December 31)	**PY 19-20 Q4**	**PY 19-20 Q2**	January 31
Quarter 3 (January 1 – March 30)	**PY 20-21 Q1**	**PY 19-20 Q3**	April 30
Quarter 4 (April 1 – June 30)	**PY 20-21 Q2**	**PY 19-20 Q4**	July 15*

Quarter to Take Survey: Quarter 3
Exit Quarters: PY 20-21 Q1 and PY 19-20 Q3

PY 2019-20

PY 2020-21

Q1 → Q2 → Q3 → Q4   Q1 → Q2 → Q3 → Q4

Tasks to Complete the Requirement:

1) Prepare data
2) Save your exit population using the <u>Core Performance Wizard</u>
3) Send required surveys
4) View and manage current quarter invitations
5) Personally contact students who don't respond

Task #1: Prepare the Data

❑ Finish entering and cleaning all attendance hours

❑ Check for students who are marked "Retained in Program"
- **Records** > **Programs** > **Enrollments**
- If a student doesn't come back, they will "exit" at the end of the program year.

❑ Run the Core Performance Report as a pre-check
- Do this first because you can only run the Core Performance Wizard once per quarter.
- For agencies with funded for CAEP, the Core Performance Report will also generate your list of CAEP-only students.

Task #1: Prepare the Data

➢ **Reports** > **Federal Reports** > **Core Performance Population**

Quarter 3 Suggested Timeline

Task #	Date	Task Description
2	January	Save exit population for PY 20-21 Q1 using NRS Core Performance Wizard.
3	January - March	(i) Send survey invites to PY 20-21 Q1 Exiters (ii) Send survey invites to PY 19-20 Q3 Exiters*
4	February – March	Send follow-up surveys to students who haven't responded
5	March – April	Personally contact students who haven't responded

*Note: if the Survey Wizard is ran correctly for second quarter after exit surveys, TOPSpro Enterprise (TE) will automatically send these.
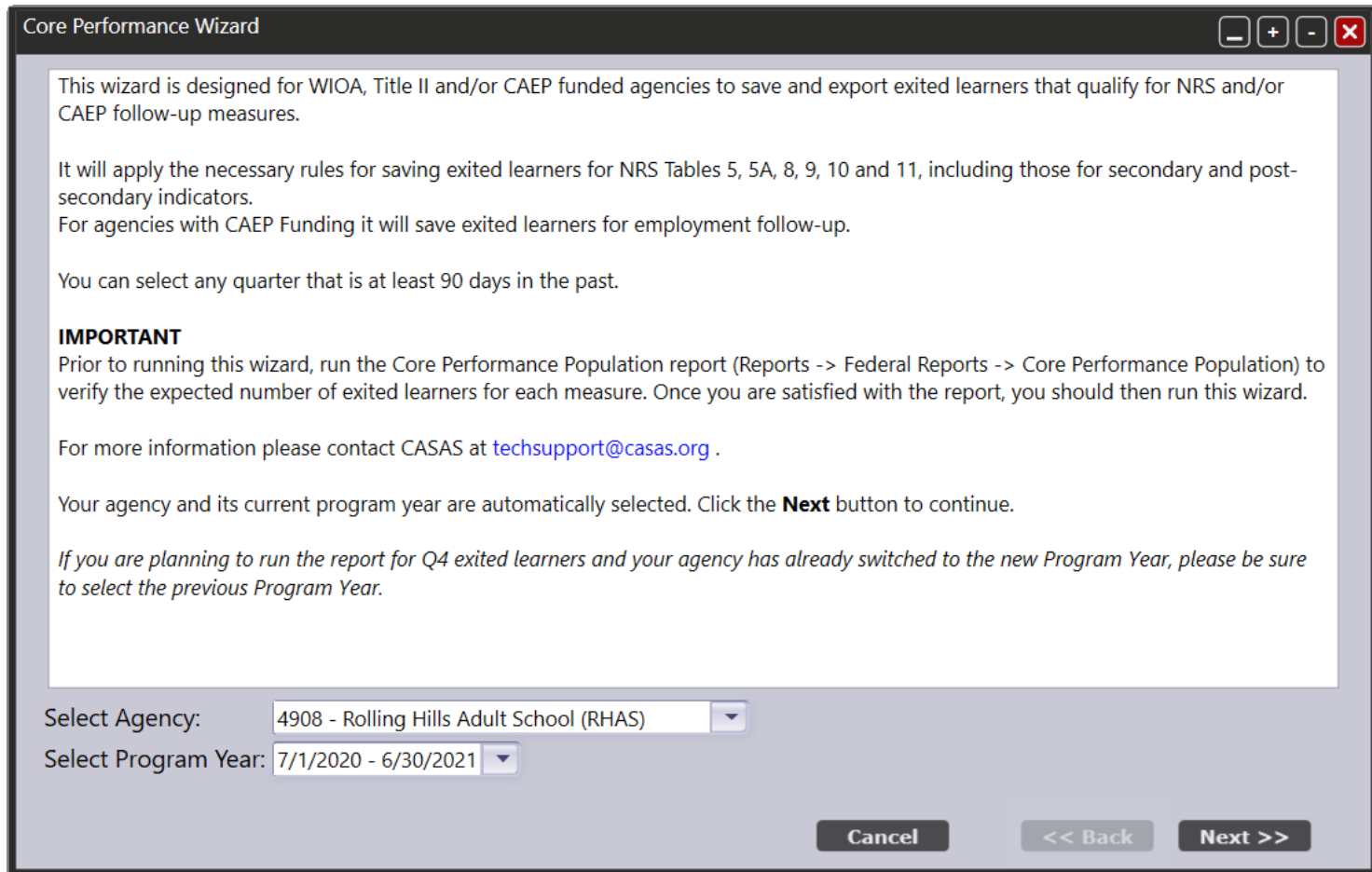
Task #2: Save Exit Population

➢ Save exit population for PY 20-21 Q1 using Core Performance Wizard under **Tools** > **Core Performance Wizard**
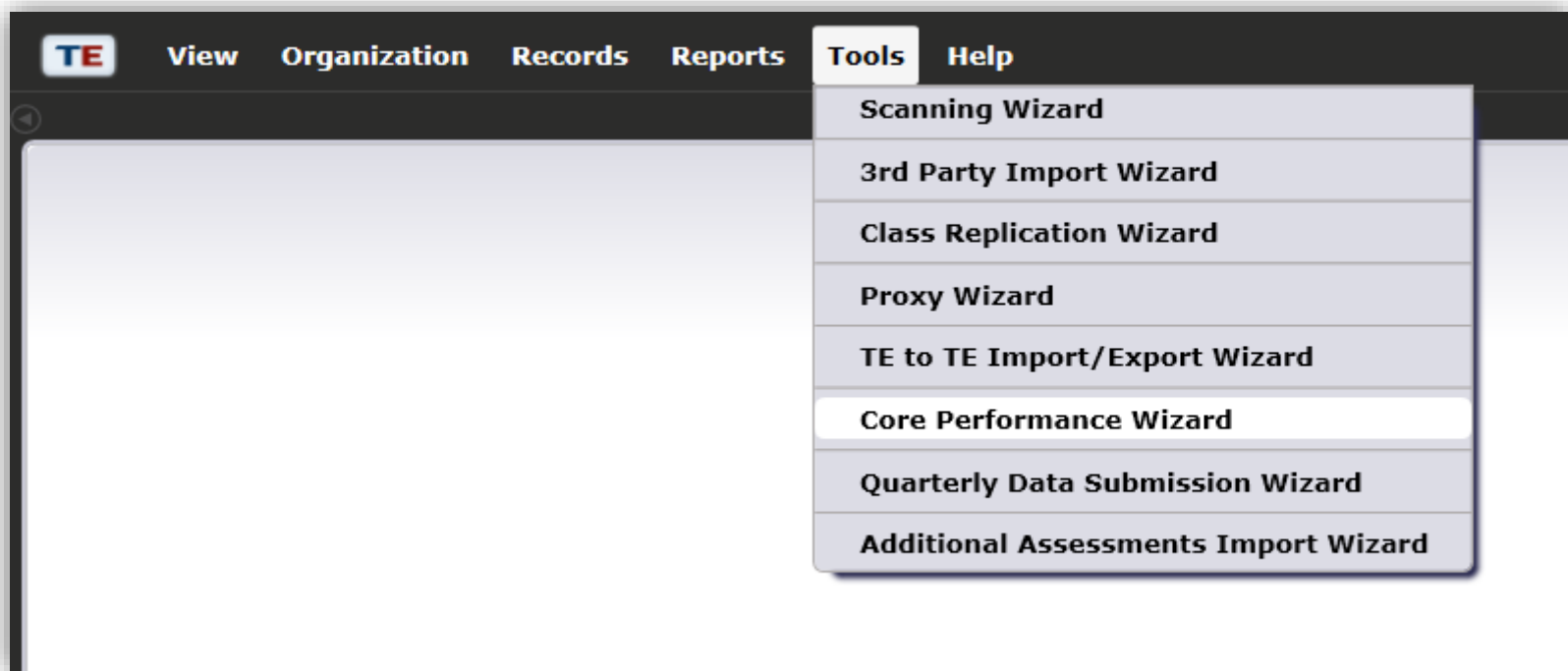
Task #2: Save Exit Population

➢ **Select Program Year** = program year of exit population

Task #2: Save Exit Population

Core Performance Wizard

Click **Next** to generate the Core Performance Population report as a final check before the data is saved.

All learners included in the report are exited learners. For the Wizard to know that a learner is exited make sure that instructional hours and test information is completed, including, where necessary, program enrollment status = Retained.

In addition:
- For the Employment related Measures: just make sure exit can be accurately determined.
- For the Secondary related Measures: please make sure that program enrollment in HSD or HSE, tests at ASE level are completed properly for all learners.
- For the Postsecondary Measure: please make sure that postsecondary related results are completed properly.

The first available quarter to run the wizard for is 2 and it's too soon to run the wizard for that quarter.

Just click **Cancel** to exit the wizard.

lected Program Year: 7/1/2020 - 6/30/2021
Selected Exit Quarter: ● 1 ○ 2 ○ 3 ○ 4

ected Program Year: 7/1/2020 - 6/30/2021
Selected Exit Quarter: ● 2 ○ 3 ○ 4

➢ If you missed sending survey invitations from any previous quarter, the wizard will force you to save those quarters before moving on.

Task #2: Save Exit Population

➢ You can **Export** or **Print** this report for your records.

Task #2: Save Exit Population

➢ **You can only run the Core Performance once for each quarter.**

Task #3: Send Required Surveys

➢ Open Core Performance Students lister under **Records** > **Core Performance Students**

➢ This lister is shows the Core Performance Students (without SSN) that should be sent a survey
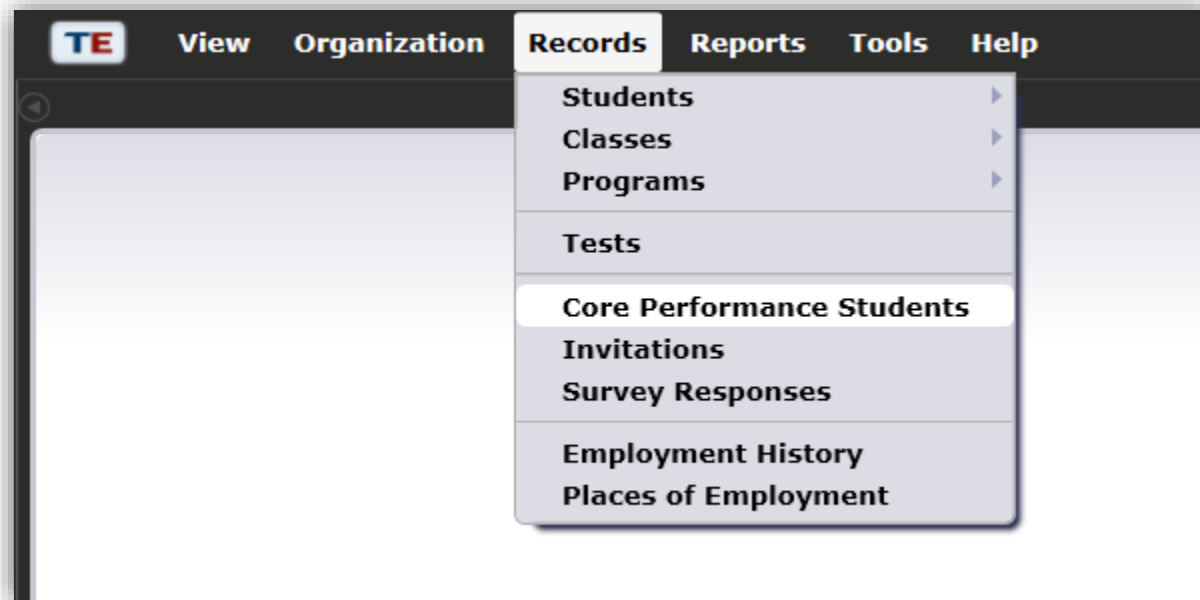
Task #3: Send Required Surveys

➤ **Exit Quarter** column by default selects **Two Quarters Back**
➤ Before sending surveys, review student emails and phone numbers

Task #3: Send Required Surveys

- ➢ Select (Highlight) students to send survey invitations too.
- ➢ Group students by
  - ➢ Class
  - ➢ Native Language
  - ➢ Email only
  - ➢ Phone only

- ➢ Once you select those group of students, click **Send Survey Invite**.
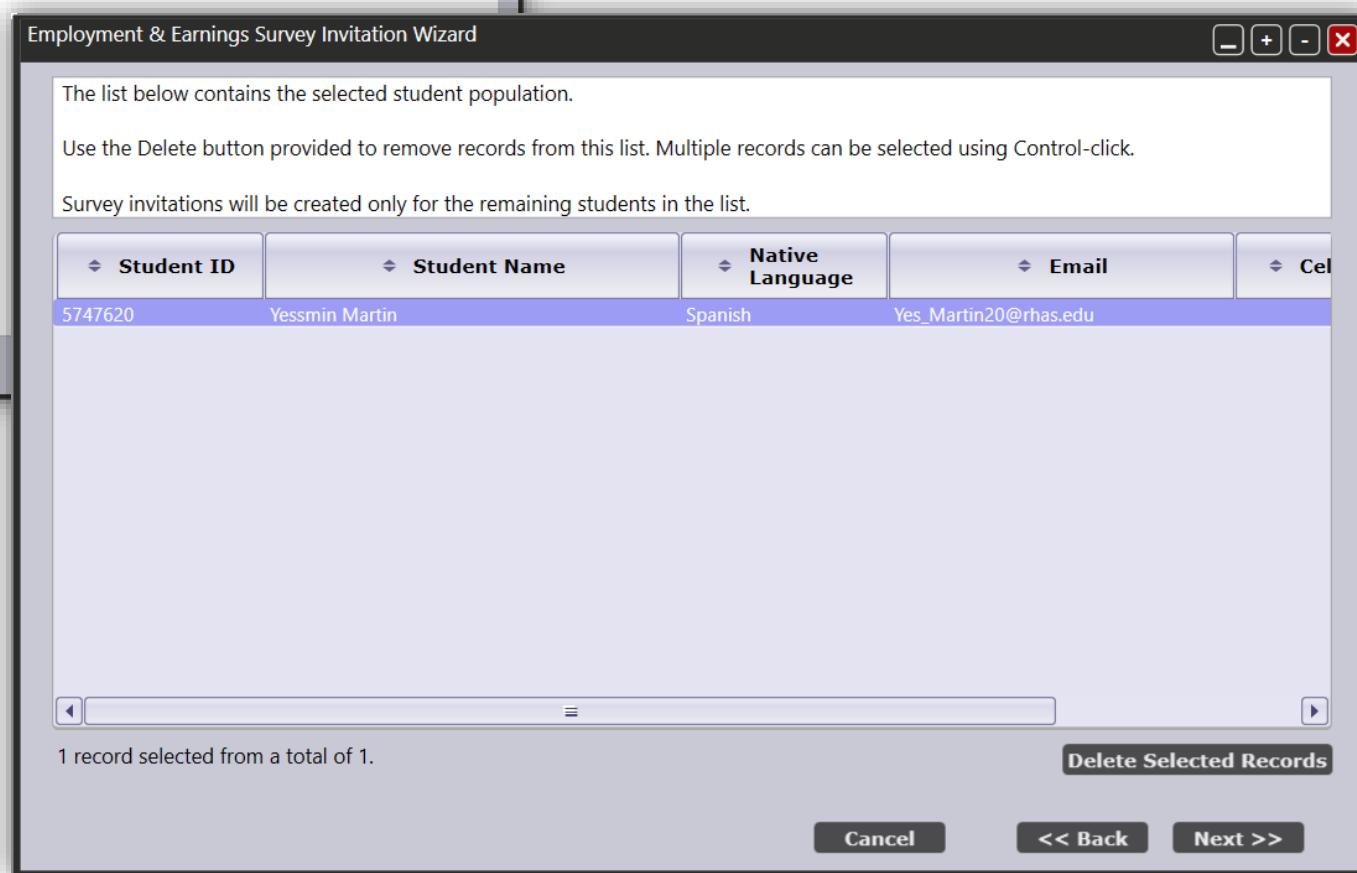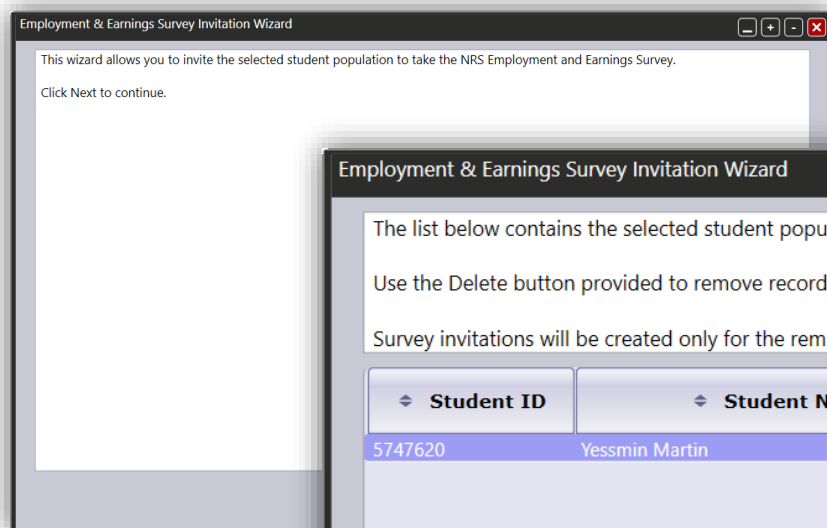 - ➢ Under the example below, I had to click **More** to find this button

Task #3: Survey Wizard

➢ Review select students.
➢ Remove students from the select by clicking **Delete Selected Records**

Employment & Earnings Survey Invitation Wizard

This wizard allows you to invite the selected student population to take the NRS Employment and Earnings Survey.

Click Next to continue.

Employment & Earnings Survey Invitation Wizard

The list below contains the selected student population.

Use the Delete button provided to remove records from this list. Multiple records can be selected using Control-click.

Survey invitations will be created only for the remaining students in the list.

⇕ Student ID	⇕ Student Name	⇕ Native Language	⇕ Email	⇕ Cel
5747620	Yessmin Martin	Spanish	Yes_Martin20@rhas.edu	

1 record selected from a total of 1.

Delete Selected Records

Cancel   << Back   Next >>

Task #3: Survey Wizard

Task #3: Survey Wizard

➢ Choose the survey invitation delivery dates and expiration date for
  ➢ Second Quarter after Exit = 1st follow-up
  ➢ Fourth Quarter after Exit = 2nd follow-up two quarters from now!

Employment & Earnings Survey Invitation Wizard

Please select the dates (for the second and fourth quarters since program exit) when the application should start sending survey invitations to the selected population, then click Next to continue.

Select Invitation Delivery Date for Second Quarter after Exit: `3/16/2021`   Select Invitation Expiration Date for Second Quarter after Exit: `5/1/2021`

Select Invitation Delivery Date for Fourth Quarter after Exit: `8/15/2021`   Select Invitation Expiration Date for Fourth Quarter after Exit: `10/31/2021`

Cancel   << Back   Next >>

Task #3: Survey Wizard

Employment & Earnings Survey Invitation Wizard

In this screen you can choose if you want to administer the survey with or without customization. Customization is preferred when administering surveys that were not specifically designed for your agency.

- ○ Administer without customization
- ● Apply survey customization

➤ Upload school logos
➤ Use site names
➤ Edit Welcome Message
➤ Friendly Sender

Employment & Earnings Survey Invitation Wizard

In this screen you can establish a particular survey customization for your agency.

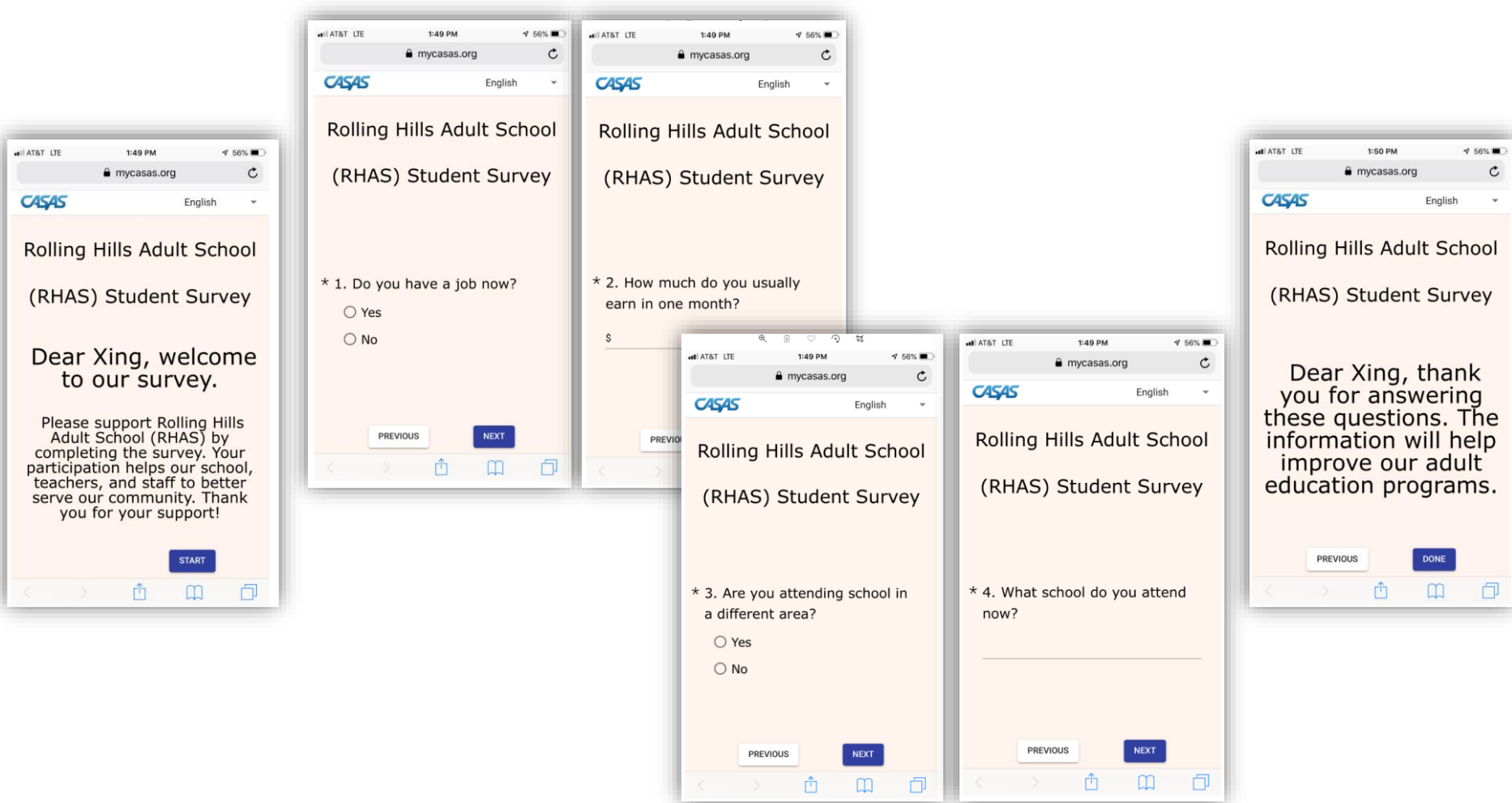| Agency Name, Survey Title, Description, Logo | Invitation, Welcome, Ending | Default Layouts | Friendly Sender, Alternative Email |

Alternative Agency Name:

Survey Title:

Language	Text
English	#AgencyName Student Survey
Spanish	Encuesta Estudiantil de #AgencyName
Vietnamese	#AgencyName Cuộc thăm dò học viên
Chinese	#AgencyName 学生调查
Korean	#AgencyName 학생 설문 조사
Russian	#AgencyName Студенческий опрос
French	#AgencyName L'enquête d'étudiant
Armenian	#AgencyName Ուսանողական հարցախույզ

Verdana | 30 | **B** *I* U | 2.5 | Black | SeaShell | Center

Sample: The quick brown fox jumps over the lazy

Preview Survey in Student Portal   **Reset Survey Customization to Default Values**   **Reload Last Survey Customization**

Cancel   << Back   Next >>

➤ Unsure about your customizations? Preview the survey in the student Portal.

The Survey

Task #4: View and manage invitations

➤ Open Invitations lister under **Records** > **Invitations**
➤ Use this lister to manage the dissemination of all current and future invitations
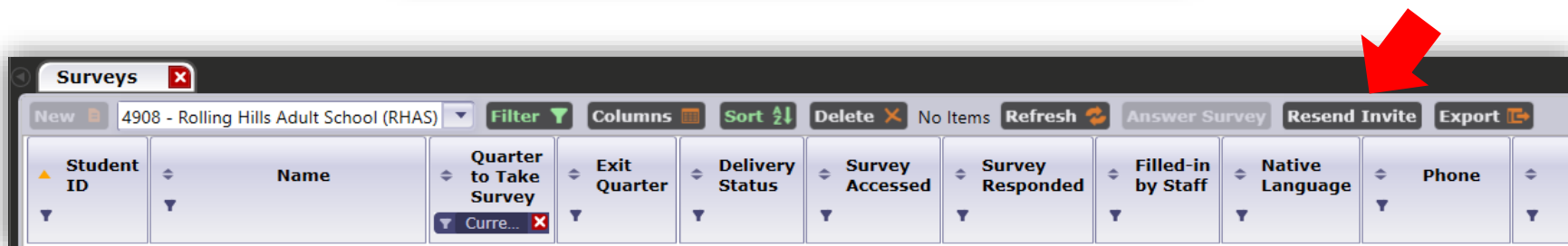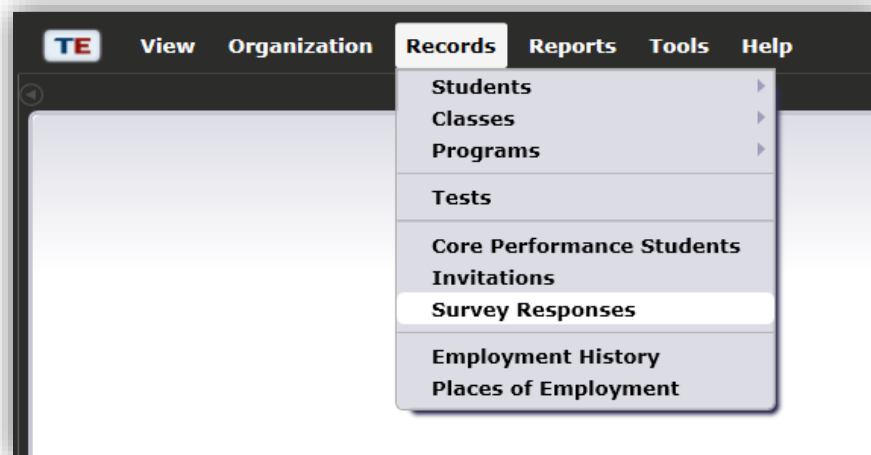

➤ <u>NOTE</u>: This lister only filters by **Quarter to Take Survey**, not by **Exit Quarter**

Task #4: View and Manage Invitations

➢ Open Survey Responses lister under **Records** > **Survey Responses**
➢ Use this lister to manage responses to surveys.

Task #5: Personally contact students who don't respond

➢ Use the Survey Responses Lister to filter for students who haven't responded.

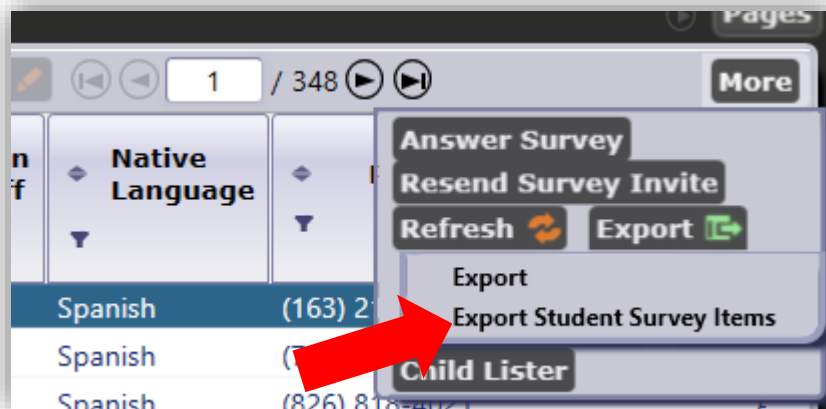➢ Double Click on any student to manually enter responses

Available Reports

➢ In TE, go to **Reports** > **Federal Reports** > **WIOA II Employment and Earnings Survey and WIOA II Employment and Earnings Summary**

➢ Under **Records** > **Survey Responses** > **Export** > **Export Student Survey Items**

Document Links

- **Third Quarter PY 20-21 Task Schedule/Guidelines:**
https://www.casas.org/docs/default-source/training-materials/employment-and-earnings-schedule-for-3rd-qtr-py-20-21.pdf?sfvrsn=501315a_6?Status=Master

- **All things Employment and Earnings Survey:**
https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey

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 submissions
- elcivics@casas.org – Questions about COAAPs
- cit@casas.org – Questions about Citizenship