



Comprehensive Adult Student Assessment Systems

California Core Performance Employment and Earnings Survey

March 2021

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

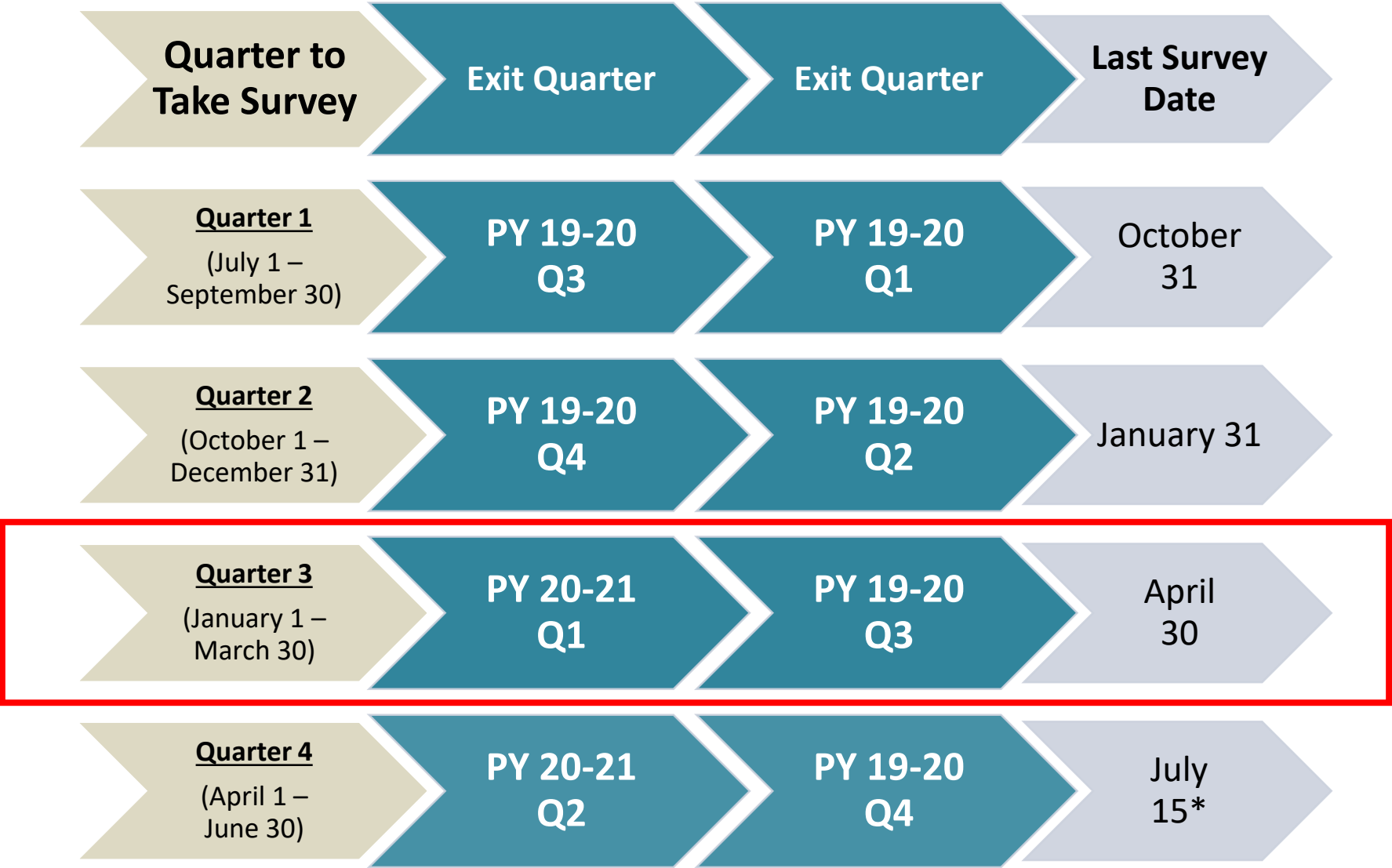
- California developed a follow-up survey to obtain supplemental jobs and wages information for NRS Table 5, so that the state does not rely exclusively on students with SSN.... A.k.a. The Employment and Earnings Follow-up Survey



A Quarterly Process

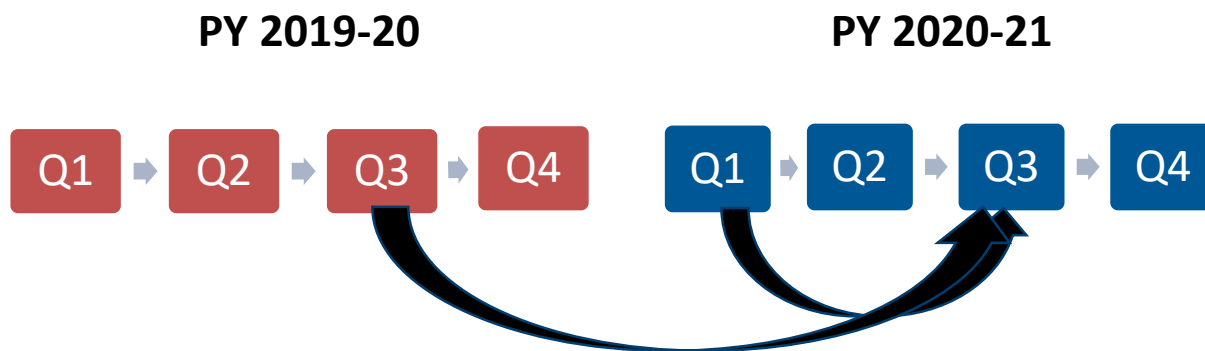
- All WIOA, Title II students who do not provide an SSN will need to be sent a Employment and Earnings Survey two quarters after they exit and again four quarters after exit.





Quarter to Take Survey: Quarter 3

Exit Quarters: PY 20-21 Q1 and PY 19-20 Q3



Tasks to Complete the Requirement:

- 1) Prepare data
- 2) Save your exit population using the Core Performance Wizard
- 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

Common Filters

Program Years ☐ Current Program Year ☒ 7/1/2020 - 6/30/2021

Output Layout Parameters

Special Options

Quarter: ☒ 1 ☐ 2 ☐ 3 ☐ 4

Drop Reasons: ☐ Selected



03/16/2021
10:18:57

Core Performance Population

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NRSCPP

Agency: 4908 - Rolling Hills Adult School (RHAS)
Exit Quarter: 1

Exit Program Year: 2020-2021

NRS Students

Student	Gender	Birth Date	Has SSN	Exit PoP		
				PoP #	Start Date	End Date

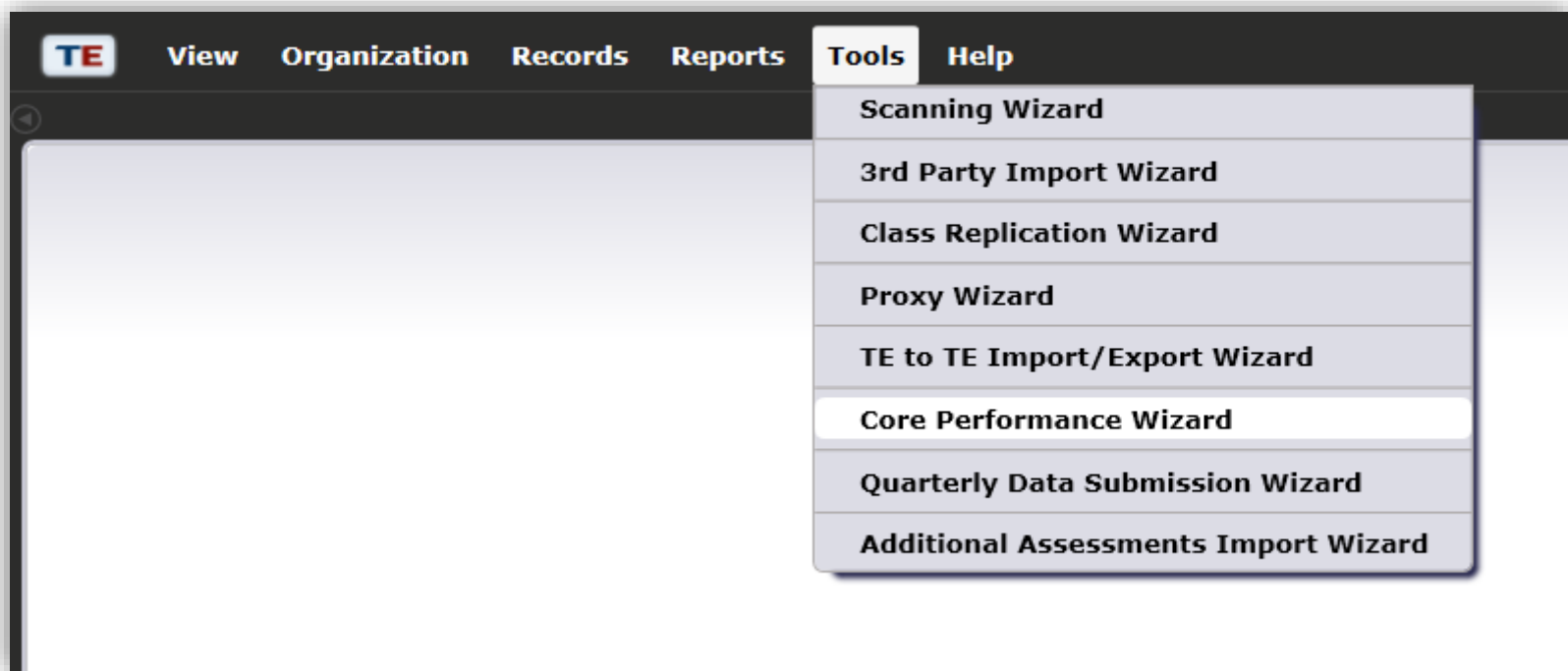
Quarter 3 Suggested Timeline

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.

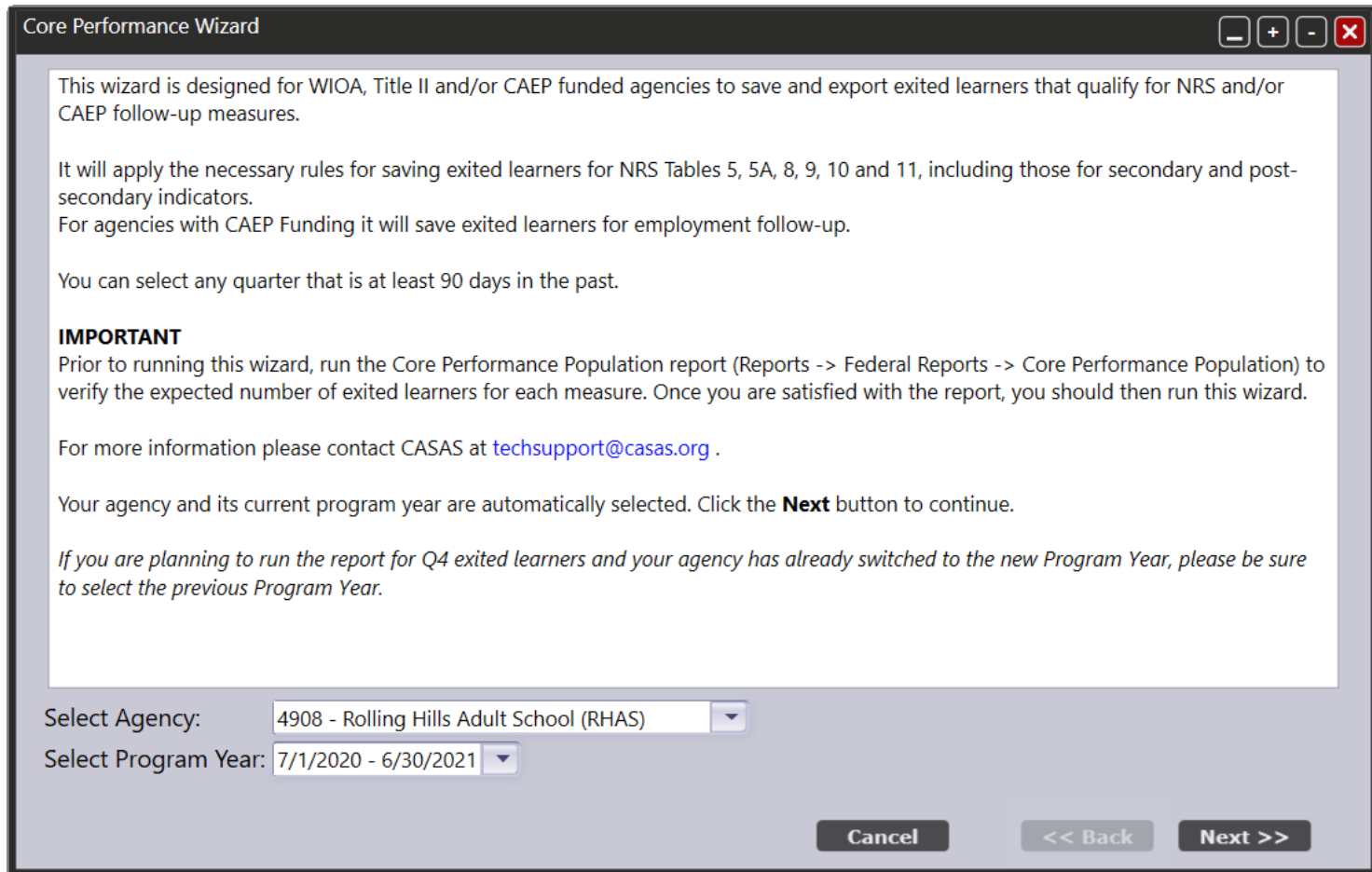
Task #2: Save Exit Population

- 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



The screenshot shows a window titled "Core Performance Wizard" with standard Windows window controls (minimize, maximize, close) in the top right corner. The main content area contains several paragraphs of text explaining the wizard's purpose and usage. It includes an "IMPORTANT" section with bold text and instructions on how to run the report. At the bottom, there are two dropdown menus: "Select Agency:" and "Select Program Year:". The "Select Agency:" dropdown is currently set to "4908 - Rolling Hills Adult School (RHAS)". The "Select Program Year:" dropdown is currently set to "7/1/2020 - 6/30/2021". At the bottom right of the window, there are three buttons: "Cancel", "<< Back", and "Next >>".

Core Performance Wizard

This wizard is designed for WIOA, Title II and/or CAEP funded agencies to save and export exited learners that qualify for NRS and/or CAEP follow-up measures.

It will apply the necessary rules for saving exited learners for NRS Tables 5, 5A, 8, 9, 10 and 11, including those for secondary and post-secondary indicators.
For agencies with CAEP Funding it will save exited learners for employment follow-up.

You can select any quarter that is at least 90 days in the past.

IMPORTANT
Prior to running this wizard, run the Core Performance Population report (Reports -> Federal Reports -> Core Performance Population) to verify the expected number of exited learners for each measure. Once you are satisfied with the report, you should then run this wizard.

For more information please contact CASAS at techsupport@casas.org.

Your agency and its current program year are automatically selected. Click the **Next** button to continue.

If you are planning to run the report for Q4 exited learners and your agency has already switched to the new Program Year, please be sure to select the previous Program Year.

Select Agency: 4908 - Rolling Hills Adult School (RHAS)

Select Program Year: 7/1/2020 - 6/30/2021

Cancel << Back Next >>

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.



Selected Program Year: 7/1/2020 - 6/30/2021
 Selected Exit Quarter: ☒ 1 ☐ 2 ☐ 3 ☐ 4



Selected 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.

Core Performance Wizard

Export

Print

03/16/2021
19:13:30

Agency: 11750 - South Orange County CCD - Saddleback College

Exit Quarter: 1

NRS Students

Exit Program Year: 2020-2021

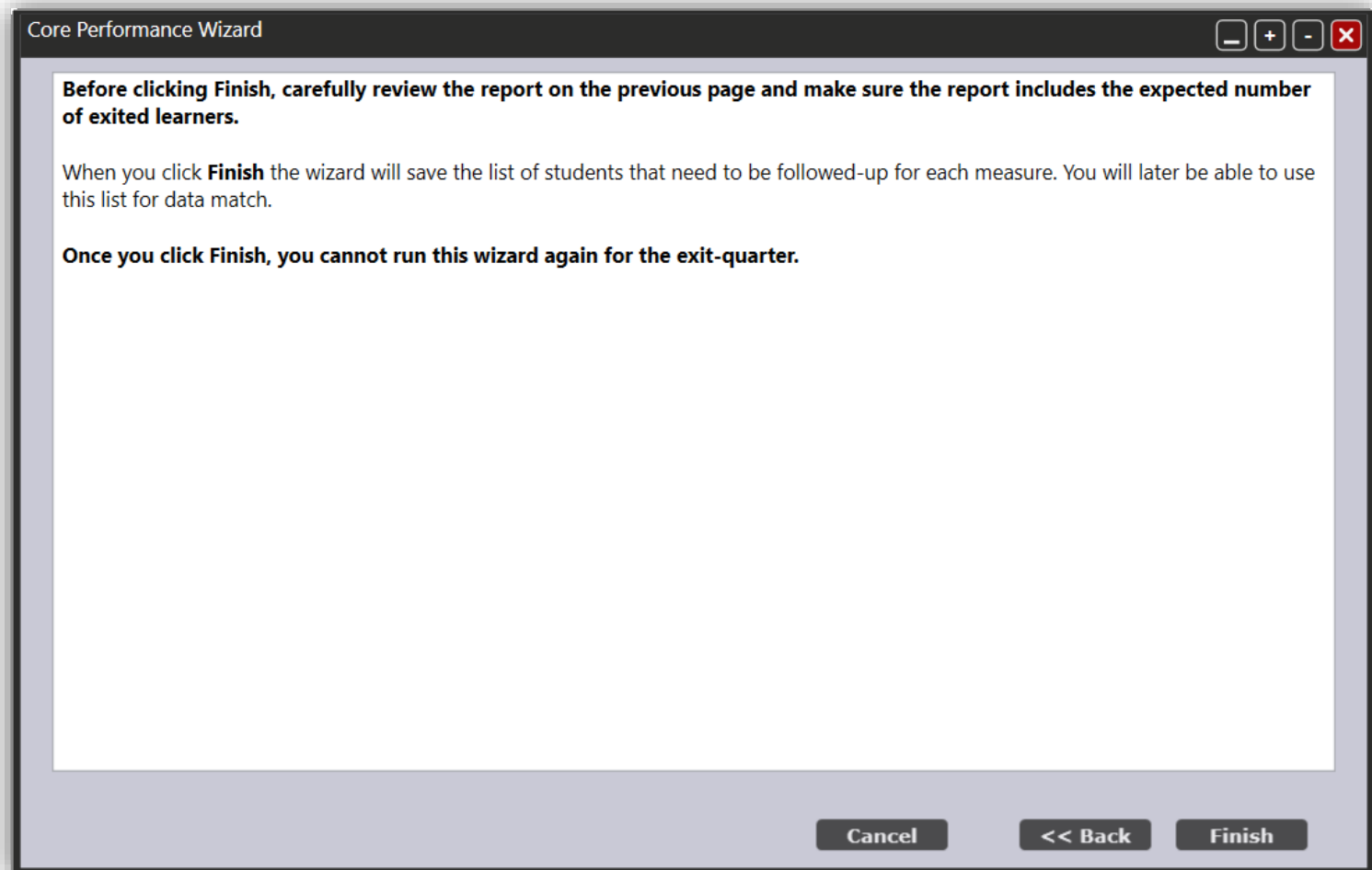
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NRSCPPS

Core Performance Saved Population

Student	Gender	Birth Date	Has SSN	Exit PoP		
				PoP #	Start Date	End Date

Task #2: Save Exit Population

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



The screenshot shows a window titled "Core Performance Wizard" with standard Windows window controls (minimize, maximize, close) in the top right corner. The main content area contains the following text:

Before clicking Finish, carefully review the report on the previous page and make sure the report includes the expected number of exited learners.

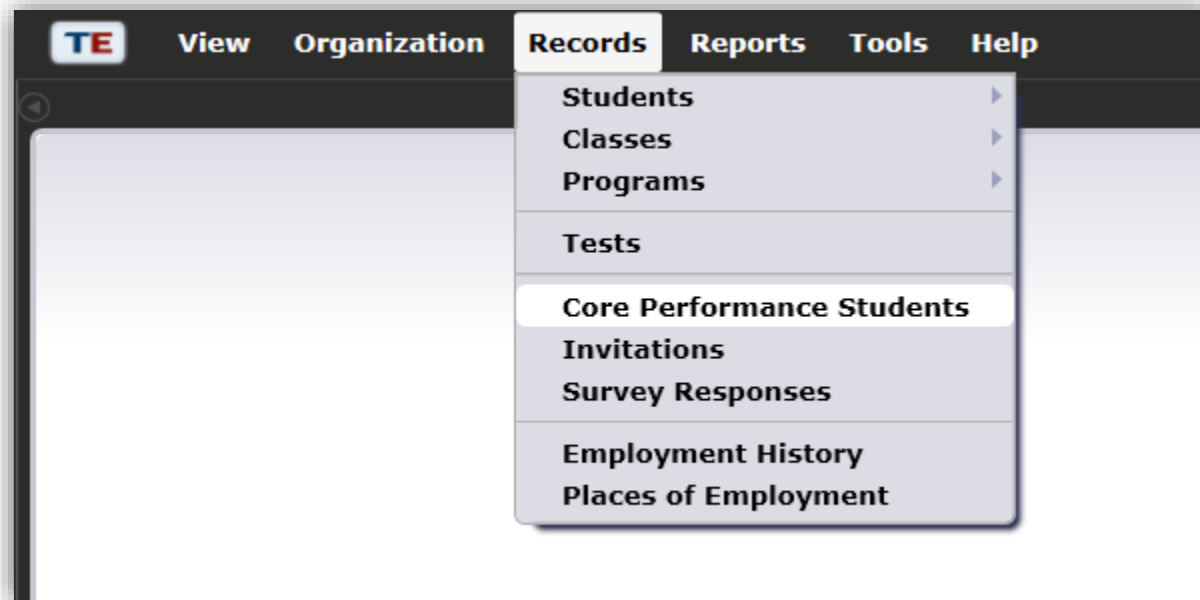
When you click **Finish** the wizard will save the list of students that need to be followed-up for each measure. You will later be able to use this list for data match.

Once you click Finish, you cannot run this wizard again for the exit-quarter.

At the bottom of the window, there are three buttons: "Cancel", "<< Back", and "Finish".

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

TE View Organization Records Reports Tools Help User: Administrator 01 Version: 4.0 build 8

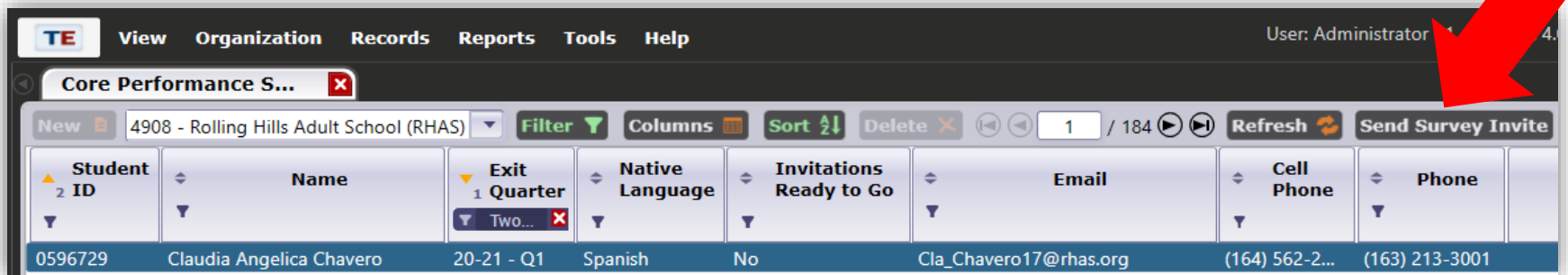
Core Performance S...

New 4908 - Rolling Hills Adult School (RHAS) Filter Columns Sort 1 / 184 Refresh Send Survey Invite Export More

Student ID	Name	Exit Quarter	Native Language	Invitations Ready to Go	Email	Cell Phone	Phone
0596729	Claudia Angelica Chavero	20-21 - Q1	Spanish	No	Cla_Chavero17@rhas.org	(164) 562-2...	(163) 213-3001
0626036	Chak Omar Danouni	20-21 - Q1	Spanish	No	Cha_Danouni57@rhas.org	(764) 323-9...	(764) 323-9972
0690029	Shelsa Calla	20-21 - Q1	Spanish	No		(180) 562-4...	(180) 562-4186
0740699	Xitlaly Acosta	20-21 - Q1	Spanish	No	Xit_Acosta59@rhas.org	(796) 562-8...	(796) 562-8636
0769159	Naima Schwab	20-21 - Q1	English	No	She_Alfaro11@rhas.org		(162) 562-5786
0803054	Saima D'agostino	20-21 - Q1	English	No	Sai_D'agostino66@rhas.org		(909) 562-7466
0813531	Sang Donde	20-21 - Q1	English	No	Aub_Naanos26@rhas.org	(482) 323-3...	(482) 323-3412
0823121	Ederminda Rivera-villegas	20-21 - Q1	Spanish	No	Ede_Rivera-villegas12@rhas.org	(885) 623-5...	(885) 623-5792
0834725	Zalla Moreno	20-21 - Q1	Spanish	No	Ran_Berche62@rhas.org		(838) 562-9166
1023813	Racheal Barrios	20-21 - Q1	Spanish	No	Rac_Barrios39@rhas.org	(451) 562-4...	(450) 562-6416
1078652	Laren Alfaro	20-21 - Q1	English	No	Lar_Alfaro13@rhas.org	(116) 562-3...	(116) 562-3926
1084118	Mckim Bouzegaou	20-21 - Q1	English	No	Mck_Bouzegaou17@rhas.org	(191) 562-8...	(190) 562-6746
1084649	Matthews Sermeno	20-21 - Q1	Spanish	No	Mat_Sermenos54@rhas.org	(709) 310-9...	(709) 310-9461
1095315	Eri Angelica Desart	20-21 - Q1	English	No	Eri_Desart50@rhas.org	(642) 562-2...	(642) 562-2006
1109177	Somporn Drobeck	20-21 - Q1	English	No	Som_Drobeck54@rhas.org	(702) 562-3...	(701) 951-9075
1112544	Fru Fekreet	20-21 - Q1	Spanish	No	Fru_Fekreet58@rhas.org	(772) 562-4...	(772) 562-4796
1166024	Daria Nipper	20-21 - Q1	English	No	Dar_Nipper16@rhas.org	(159) 562-7...	(158) 562-5656
1190768	Yi Leticia Elis	20-21 - Q1	Spanish	No	Yi_Elis49@rhas.org	(632) 310-9...	(632) 310-9561
1191506	Soon Leticia Celentano	20-21 - Q1	English	No	Ang_Kere11@rhas.org	(166) 562-3...	(165) 562-3306
1202428	Mehrdod Naranjo	20-21 - Q1	Spanish	No	Blo_Tashjian95@rhas.org		(365) 629-7792
1204271	Sheila Otani	20-21 - Q1	English	No	She_Otani21@rhas.org	(458) 562-5...	(457) 562-7456
1208504	Immaculatie Welday	20-21 - Q1	English	No	Imm_Welday49@rhas.org	(628) 562-5...	(627) 562-4556
1209399	Nabeela Leticia Badie	20-21 - Q1	English	No	Nab_Badie39@rhas.org	(474) 323-4...	(473) 562-5656
1216341	Mixon Amodeo-laskey	20-21 - Q1	Spanish	No	Mix_Amodeo-laskey12@rhas.org	(895) 625-3...	(895) 625-3312

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

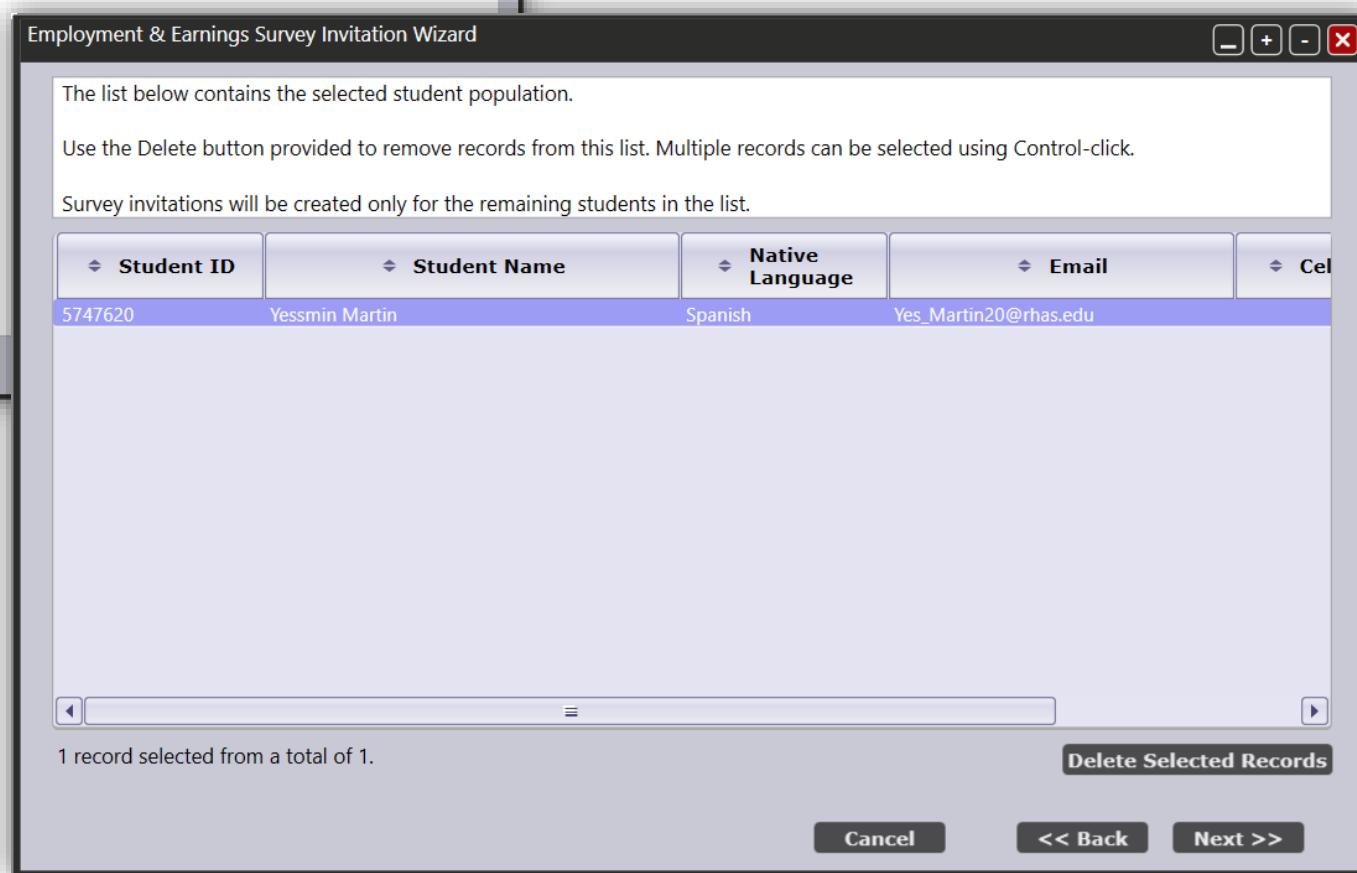
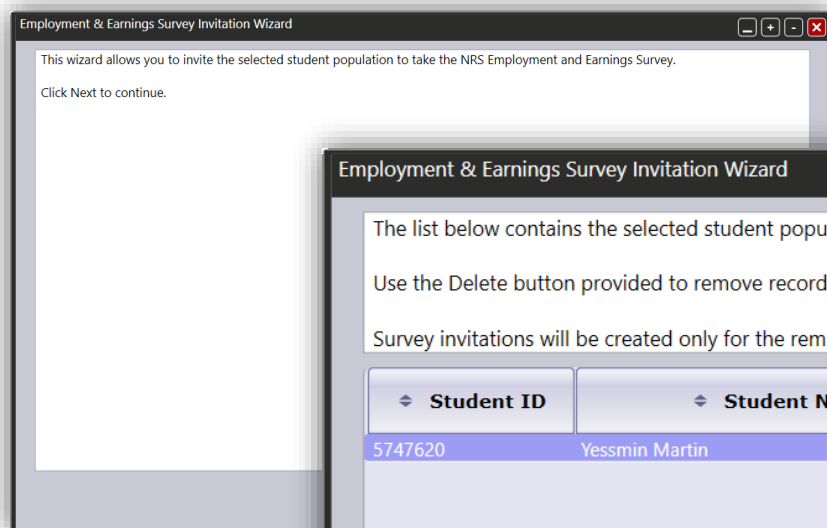


The screenshot shows the CASAS Core Performance Survey interface. At the top, there is a navigation bar with tabs: View, Organization, Records, Reports, Tools, and Help. The user is logged in as Administrator. Below the navigation bar, there is a section for 'Core Performance S...' with a dropdown menu showing '4908 - Rolling Hills Adult School (RHAS)'. To the right of the dropdown are buttons for Filter, Columns, Sort, Delete, and a pagination indicator showing '1 / 184'. Further right are buttons for Refresh and Send Survey Invite. A red arrow points to the 'Send Survey Invite' button. Below the buttons is a table with columns: Student ID, Name, Exit Quarter, Native Language, Invitations Ready to Go, Email, Cell Phone, and Phone. The first row of data shows Student ID 0596729, Name Claudia Angelica Chavero, Exit Quarter 20-21 - Q1, Native Language Spanish, Invitations Ready to Go No, Email Cla_Chavero17@rhas.org, Cell Phone (164) 562-2..., and Phone (163) 213-3001.

Student ID	Name	Exit Quarter	Native Language	Invitations Ready to Go	Email	Cell Phone	Phone
0596729	Claudia Angelica Chavero	20-21 - Q1	Spanish	No	Cla_Chavero17@rhas.org	(164) 562-2...	(163) 213-3001

Task #3: Survey Wizard

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



Task #3: Survey Wizard

Employment & Earnings Survey Invitation Wizard

Please select a default language to deliver invitations for survey, then click Next to continue.

English

Spanish

Vietnamese

Chinese

Korean

Russian

French

Armenian

Ukrainian

Select Delivery Language: English

Employment & Earnings Survey Invitation Wizard

Please select a preferred method for delivering survey invitations, then click Next to continue.

By email only

By SMS only

First by email

First by SMS

Use both email and SMS

Select Delivery Method:

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 Delivery Date for Fourth Quarter after Exit:

8/15/2021

Select Invitation Expiration Date for Second Quarter after Exit:

5/1/2021

Select Invitation Expiration Date for Fourth Quarter after Exit:

10/31/2021

Cancel

<< Back

Next >>

Task #3: Survey Wizard

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

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

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

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:

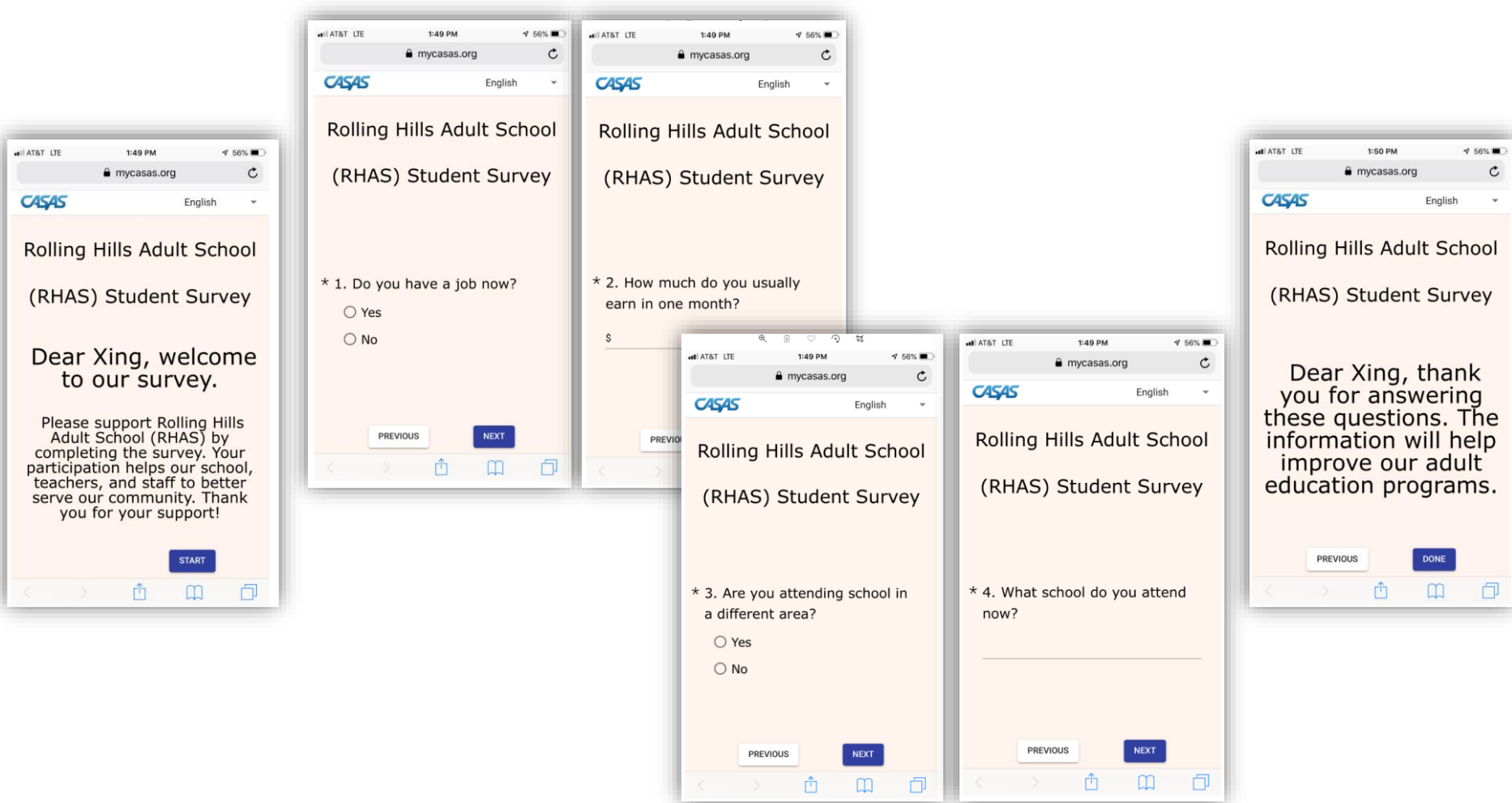
Survey Title:

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

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

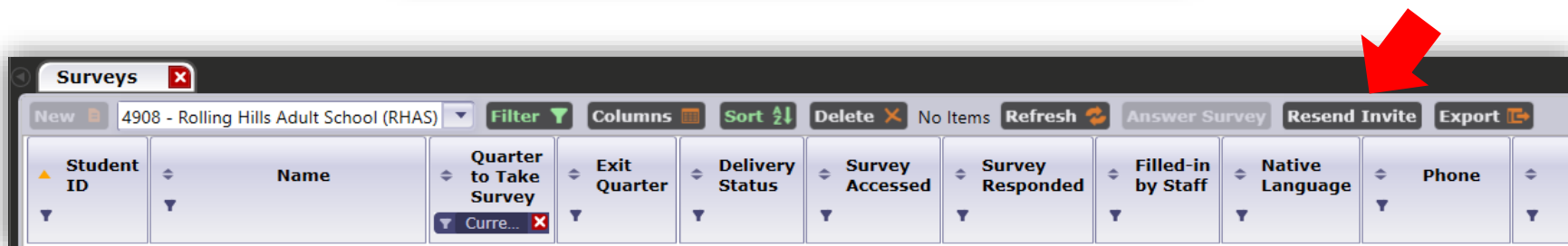
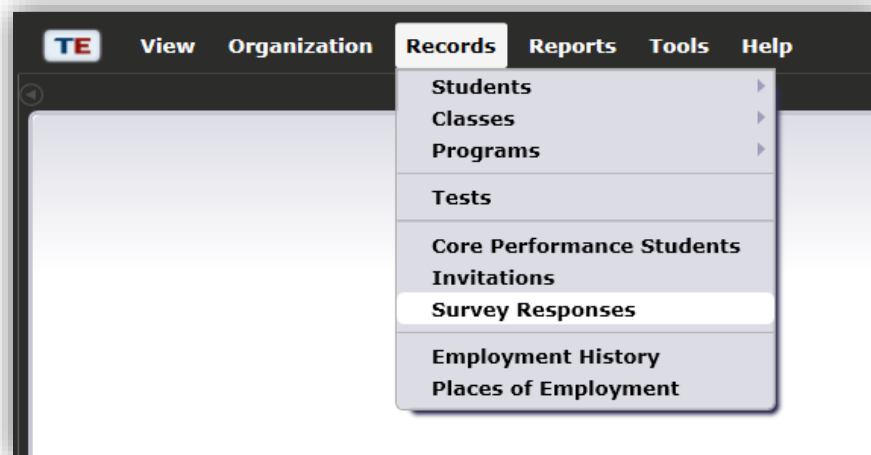


Invitations ✕								
New	4908 - Rolling Hills Adult School (RHAS)	Filter	Columns	Sort	Delete	Batch Delete	Batch Edit	1 / 750
Student ID	Name	Date to Send Invitation	Date when Invitation Expires	Quarter to Take Survey	Delivery Method	Delivery Status	Delivery Language	Was Accessed
4430401	No Galang	06/30/2020	09/30/2020	20-21 - Q1	Use both email and SMS	Pending	English	No

- NOTE: 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

Survey

Quarter to Take Survey: 20-21 - Q1
 Exit Quarter: 19-20 - Q1

Delivery Status: Pending
 Survey Accessed: No
 Survey Responded: No
 Filled-in by Staff: No

Sent to Portal On: 3/30/2020
 Updated from Portal On: N/A

Contact Status:

☒ Not Yet Contacted
 ☐ Call in the Evening
 ☐ Contacted but Number no Longer in Service
 ☐ Contacted
 ☐ Contacted but Doesn't Want to Answer
 ☐ Call Later
 ☐ Call Tomorrow

Contact Notes:

Survey Items

Item Responses

#	Item Name	Item Prompt	Was Answered	Answer
1	Labor Force Status	Do you have a job now?	<input type="checkbox"/>	
2	Monthly Income	How much do you usually earn in one month?	<input type="checkbox"/>	
3	Different School Attendance	Are you attending school in a different area?	<input type="checkbox"/>	
4	School Name	What school do you attend now?	<input type="checkbox"/>	

Student

Full Name: Claudia Angelica Chavero
 Email: Cla_Chavero17@rhas.edu

Phone: (163) 213-3001
 Cell Phone: (164) 562-2406

Interact with Student Portal
Answer survey
Get item responses

Available Reports

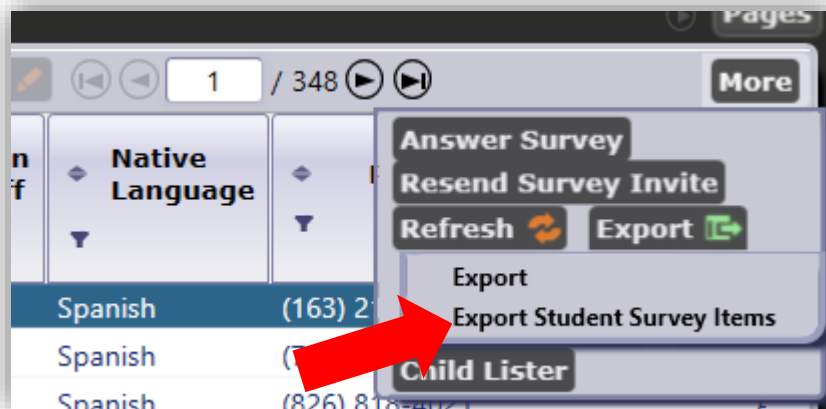
- In TE, go to **Reports > Federal Reports > WIOA II Employment and Earnings Survey and WIOA II Employment and Earnings Summary**

WIOA II Employment and Earnings Survey

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NRSEES

03/16/2021
19:32:01

Agency:	1320 - ABC Unified School District (ABCUSD)	Quarter to take Survey:	PY 20-21 Q1
Program Year:	2020-2021	Exit Quarter:	PY 19-20 Q1



- 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