

Action Items and Dates

1	Save NRS Core Performance Population	Starting Jan. 1
2	Send WIOA II Employment and Earnings Survey Invitations	Feb. 15 – March 31
3	Make Direct Contact with Non-respondents	Before April 30

1. Save NRS Core Performance Population

You must complete this step before you can survey your students, as it establishes in TOPSpro Enterprise (TE) the list of students who need follow-up. If you have not saved your first-quarter exit population yet, please refer to [Letter #2](#).

2. Send WIOA II Employment and Earnings Survey Invitations

You may begin sending survey invitations any time after you receive this letter. Full instructions are provided [here](#). Survey invitations for those who exit in the first quarter may not be sent after March 31, 2019. You may send up to three invitations to non-respondents. We recommend sending the invitations approximately one week apart.

3. Make Direct Contact with Non-respondents

Not all students will respond to the survey invitations. Approximately one week after you send the last survey invitation, you should begin contacting students personally. You can use TE to identify those students, including their phone numbers, assuming you have recorded them in TE. Please see the document in Step 2 above for the full instructions. You have until April 30 to finish contacting non-respondents.

Rights and Permissions

By default, only the TE data manager has the rights and permissions to save the exit population and to send survey invitations. However, the data manager can grant other people with the ability to perform this task. Please use this document for the full [instructions](#).

Other Languages

As of this writing, the invitation and survey are available in Spanish, Chinese, Korean, Armenian, Russian, and Ukrainian. You will see these options when you follow the survey instructions. In addition, when a student is taking the survey, she can dynamically change the language selection as desired. If you know someone who is willing to translate the survey to another language, please contact Tech Support at CASAS to ask for the survey translation form.

Prepare Students

Some of the students currently in your programs will be part of the next wave of those who exit. If you prepare these students now, by explaining that they will likely receive a survey from your agency two and four quarters after exit, they will be more likely to respond when the survey arrives. A best practice shared by others is to distribute a paper copy of the survey, thus enabling students to become familiar with the information requested on the survey.

Visit the [CA Follow Up Survey webpage](#) for more information and to access all related documents
