California Core Performance Employment and Earnings Survey
August 2020

Presented by
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WHY THOUGH?!

- **Office of Career, Technical, and Adult Education (OCTAE)** requires all funded Adult Education programs to follow up twice on all students who exit their program at:
  1. Two quarters (between 90 and 180 days) after exit
  2. Four quarters (between 270 and 365 days) after exit

- Follow up for federal reporting is now second quarter and fourth quarter after exit.

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### Table 5

Primary Indicators of Performance

<table>
<thead>
<tr>
<th>First Period of Participation</th>
<th>All Periods of Participation</th>
</tr>
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<tbody>
<tr>
<td>Primary Indicators of ...</td>
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<tr>
<td>Number of ...</td>
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<td>Percentage of ...</td>
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</table>

(A) (B) (C) (D) (E) (F) (G)

- Employment Second Quarter after exit *
- Employment Fourth Quarter after exit *
- Median Earnings Second Quarter after exit **

N/A N/A
Data Matching Two Ways

Way #1: Social Security Number (SSN)

- Historically, about 10% of California WIOA, Title II learners include SSN in the statewide data submission
- 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 | 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 1
Exit Quarters: PY 19-20 Q3 and PY 19-20 Q1
Tasks to Complete the Requirement:

1) Prepare data
2) Save your exit population using the NRS 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

- Run the NRS Core Performance Report as a pre-check
  - Do this because you can only run the NRS Core Performance Wizard once per quarter.
Task #2: Save Exit Population

- Reports > Federal Reports > NRS Core Performance Population

Image of the Common Filters and Output Layout Parameters interface.

# Quarter 1 Suggested Timeline

<table>
<thead>
<tr>
<th>Task #</th>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>July</td>
<td>Save exit population for PY 19-20 Q3 using NRS Core Performance Wizard.</td>
</tr>
</tbody>
</table>
| 3      | July - August | (i) Send survey invites to PY 19-20 Q3 Exiters  
                                (ii) Send survey invites to PY 19-20 Q1 Exiters*                                                      |
| 4      | August - September | Send follow-up surveys to students who haven’t responded                                                   |
| 5      | September - October | 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 19-20 Q3 using NRS Core Performance Wizard under Tools > NRS Core Performance Wizard
Task #2: Save Exit Population

- **Select Program Year** = program year of exit population
Task #2: Save Exit Population

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 NRS Core Performance once for each quarter.
Task #3: Send Required Surveys

- Open NRS Core Performance Students lister under Records > NRS Core Performance Students
- This lister is shows the NRS 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

*Screenshot above is not showing default setting*
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 Invitations**.
  - 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**
Task #3: Survey Wizard

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

Select Delivery Language: English

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

Select Delivery Method:
- By email only
- By SMS only
- First by email
- First by SMS
- Use both email and SMS

Employment and Earnings Survey
Task #3: Survey Wizard

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

![Survey Wizard Interface](image-url)
Task #3: Survey Wizard

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

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

Rolling Hills Adult School (RHAS) Student Survey

Dear Xing, welcome to our survey.

Please support Rolling Hills Adult School (RHAS) by completing the survey. Your participation helps our school, teachers, and staff to better serve our community. Thank you for your support!

1. Do you have a job now?
   - Yes
   - No

2. How much do you usually earn in one month?

3. Are you attending school in a different area?
   - Yes
   - No

4. What school do you attend now?

Dear Xing, thank you for answering these questions. The information will help improve our adult education programs.
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

- 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
Document Links

- **First Quarter PY 20-21 Task Schedule/Guidelines:**

- **All things Employment and Earnings 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
- elcivics@casas.org – Questions about COAAPs
- cit@casas.org – Questions about Citizenship
Questions?
Thank you for attending!

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