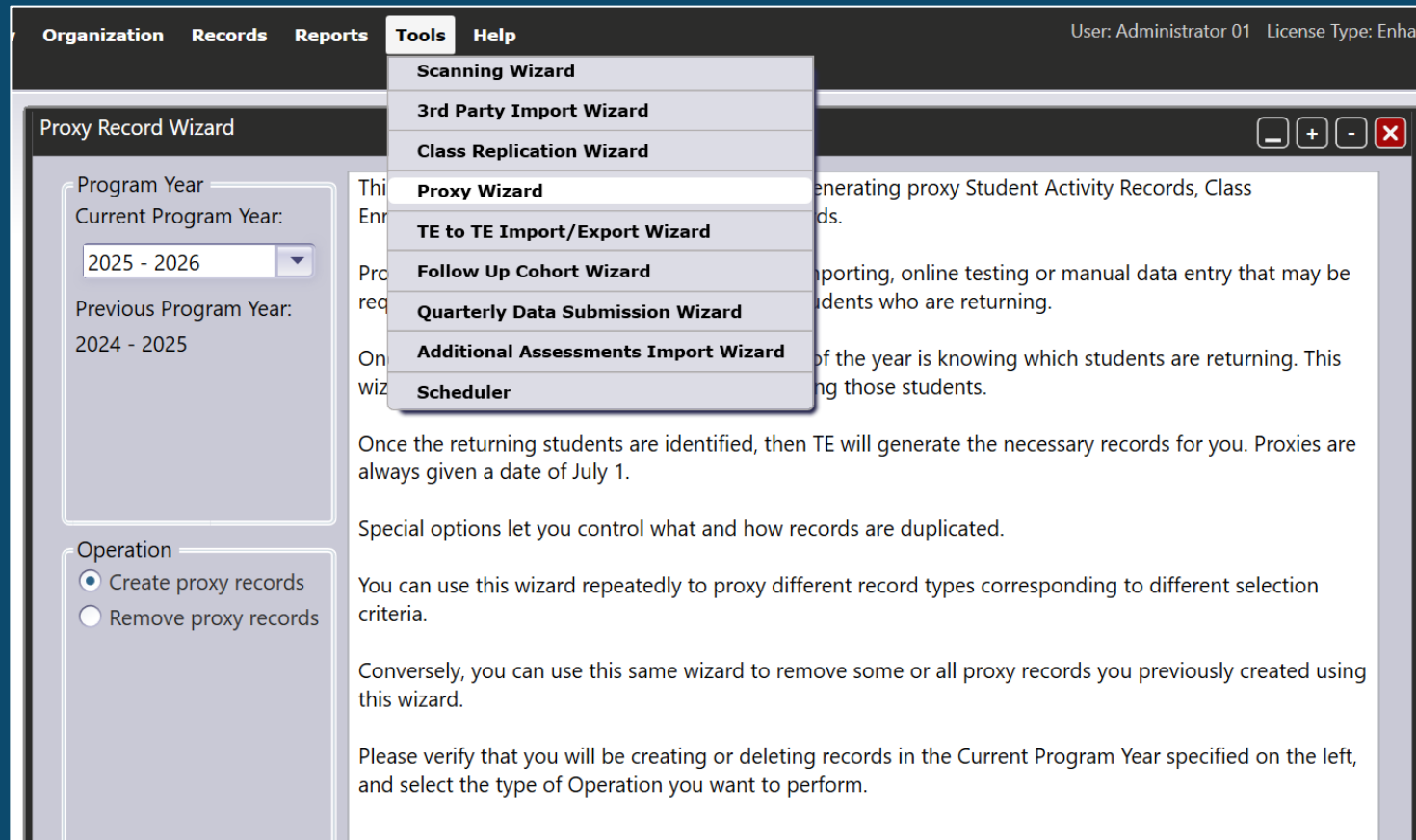


Proxy Wizard



CA Accountability Attachment D

https://www.casas.org/docs/default-source/caacct/proxy-guidelines.pdf?sfvrsn=d0d67635_19

TE Help page:

<https://www.casas.org/training-and-support/topspro-enterprise-help/data-management>

Proxy Wizard

- The TE Proxy Wizard enables agencies to copy selected tests administered late in the program year, and assign a new test date of July 1 -- so agencies can use that test as the pretest for the new PY
- The date range for the TE Proxy Wizard is **May 1 – June 30**.
- Student must have enrollment on or before **September 30** in order to proxy a test into the new PY.

Labor Force Status

18	LABOR FORCE STATUS (Mark one)
<input type="radio"/>	Unemployed
<input type="radio"/>	Employed
<input type="radio"/>	Employed, with notice
<input type="radio"/>	Not in labor force

- Mark **Employed with notice** only for students with an established last day of employment.
- Mark ***Not in labor force*** only for students with “official” reasons such as incarceration, military, or long-term hospitalization.

Labor Force Status

Labor Force Status and Goal Setting

- Distinguish students looking for work vs. those not looking for work by marking Goal of ***Get a Job***.
- Mark Get a Job only for students actively looking for work.

WIOA Co-Enrollment

16	PERSONAL STATUS
<small>(Mark all that apply or leave blank)</small>	
<input type="checkbox"/>	WIOA, Title I
<input type="checkbox"/>	WIOA, Title III
<input type="checkbox"/>	WIOA, Title IV
<input type="checkbox"/>	TANF
<input type="checkbox"/>	Other public assist.
<input type="checkbox"/>	Concurrently enrolled in high school / K12
<input type="checkbox"/>	Dislocated worker
<input type="checkbox"/>	Veteran
<input type="checkbox"/>	Other

Mark **WIOA, Title III** for all students that visited a local One Stop/AJCC

Mark **WIOA, Title I** for all students that then enrolled in certificated workforce training

Distance Learning Considerations

Special Programs:

<input type="checkbox"/> EL Healthcare Pathways	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Special Needs	<input type="checkbox"/> CBET
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> Integrated Education & Training
<input type="checkbox"/> None	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Other
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Older Adults	
<input type="checkbox"/> Jail	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Carl Perkins	
<input type="checkbox"/> Community	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Even Start	

Join Zoom Meeting

<https://zoom.us/j/9005872091>

For NRS compliance, mark **Special Programs = Distance Learning** at the class or student level for all learners more than 50 percent DL.

Instructional Setting:

<input checked="" type="radio"/> N/A	Face to Face/In person	Distance/Digital Learning	Blended Learning
	<input type="radio"/> Classroom	<input type="radio"/> Remote Synchronous	<input type="radio"/> Hybrid (F2F+DL)
	<input type="radio"/> Learning Center/Lab	<input type="radio"/> Remote Asynchronous	<input type="radio"/> HyFlex (F2F+DL)
	<input type="radio"/> Vocational Setting		<input type="radio"/> Independent Study

For course tracking, mark options for Digital or Blended Learning at the class level under **Instructional Setting**.

Hours Between Tests

- NRS policy is for at least 40 hours of instruction between pretest and post-test. CASAS long time recommendation has been for at least 70 hours between tests.
- It is okay to administer a post-test to a student with less than 40 hours, but agencies should monitor this closely, and the Local Administrator must approve all instances.
- There is no required process, but the CDE recommends using the list of students from Item #22 on the TE NRS Data Integrity Report for Administrator signature.

90 Days vs. 120 Days

90 day rule applies to Periods of Participation (PoPs).

- Whenever a student has 90+ days without attendance – TE automatically exits the student from program.

120 day rule applies to pre/post-testing.

- CASAS test administrations have a “life” of 120 days. If a test has been administered within 120 days, it is still “valid.”
- This is not enforced in TE reports but it is a recommendation in the Statewide Assessment Policy.

Adults with Disabilities

- “Student in Adults with Disabilities” vs. “Student in Another Program with a Disability”
- Special Programs – Special Needs
- Personal Status – WIOA Title IV
- Barriers to Employment
- 2A-5A Adult Life Skills Forms 312-352
- POWER Forms 301-306
- POWER Consumer Profile

Adults with Disabilities

Low-Level Literacy ABE Curriculum

- Free, unlimited access
- Ten easy-to-use theme-based curriculum modules
- Increase community participation and employment preparation
- Help youth and adults transition to community and postsecondary settings



Log In and Access the Curriculum Modules Now!

[Access the complete curriculum](#), or choose a module below.

[Get and Hold the Job You Want](#)

[Making Safety a Sure Thing](#)

[You Are What You Eat](#)

[Night on the Town](#)

[Choosing to Move](#)

[Planning a Trip to the Store](#)

[Make Your Money Count](#)

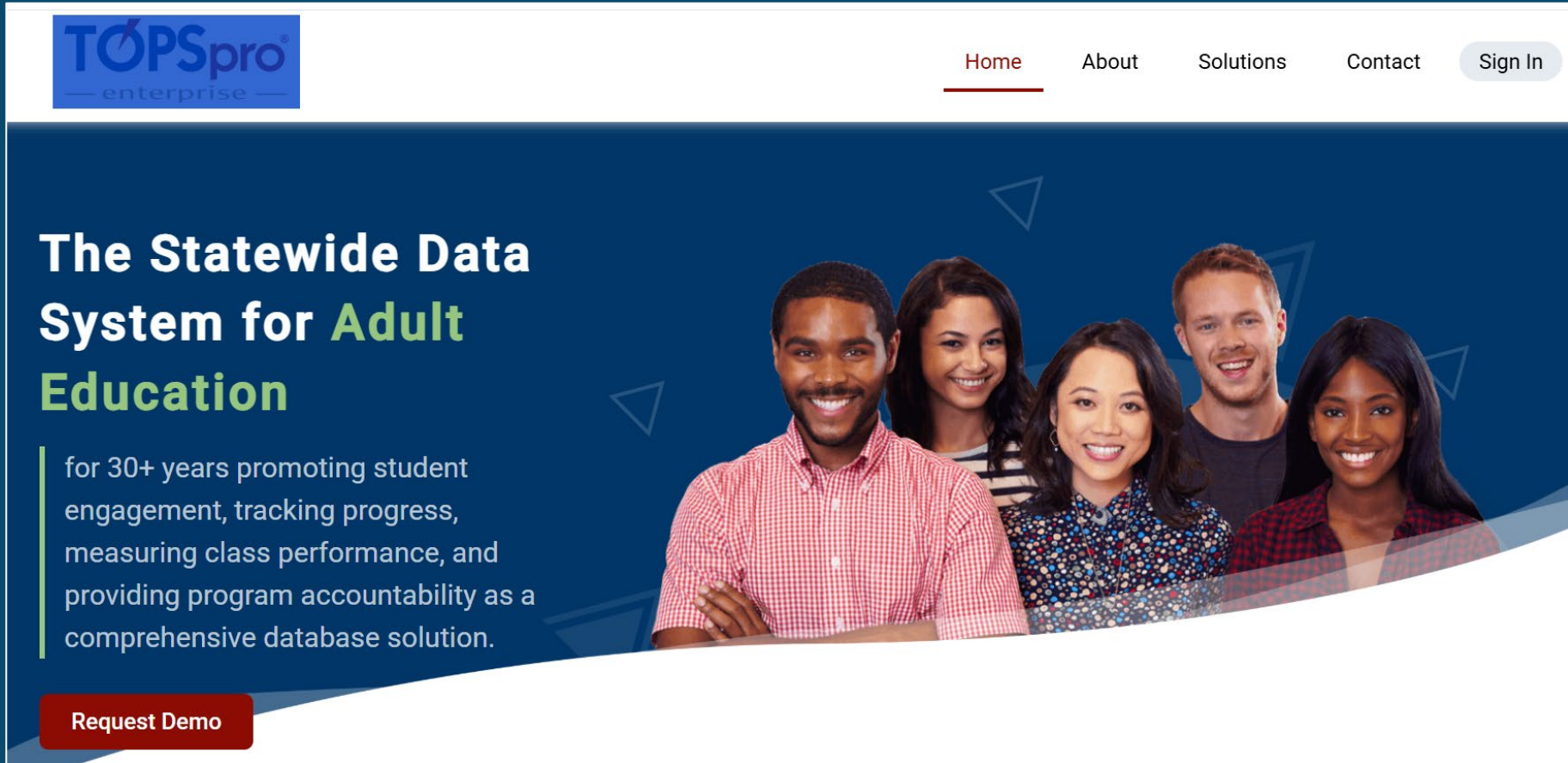
[Getting to Know Your Doctor](#)

[Smart Shopping](#)

[Get the Help You Need](#)

[Click here to access CASAS Low level literacy modules](#)

TE Portals Web page



The screenshot shows the homepage of the TOPSpro enterprise website. The header features the TOPSpro logo on the left and a navigation menu on the right with links for Home, About, Solutions, Contact, and a Sign In button. The main content area has a dark blue background with a group of five diverse people smiling. The headline reads 'The Statewide Data System for Adult Education'. Below the headline is a vertical line of text describing the system's benefits. A red 'Request Demo' button is located at the bottom left of the main content area.

TOPSpro
enterprise

[Home](#) [About](#) [Solutions](#) [Contact](#) [Sign In](#)

The Statewide Data System for **Adult Education**

for 30+ years promoting student engagement, tracking progress, measuring class performance, and providing program accountability as a comprehensive database solution.

[Request Demo](#)

[Click here for the TE Portals page](#)

TE Ad Hoc NRS Cross Tab

Go to **Reports – Federal Reports- Ad Hoc NRS Cross Tab** to create your own report.

Row Categories:

Selected		Available
CAEP Program	<input type="button" value="← Add"/> <input type="button" value="Remove →"/> <input type="button" value="← Add All"/> <input type="button" value="Remove All →"/>	Age EFL Program Type Hours Status on Entry Highest Diploma in U.S. Highest Diploma out U.S. Sex Highest School Year

First Up Down Last

Column Categories:

Selected		Available
CAEP Program	<input type="button" value="← Add"/> <input type="button" value="Remove →"/> <input type="button" value="← Add All"/> <input type="button" value="Remove All →"/>	Age EFL Program Type Hours Status on Entry Highest Diploma in U.S. Highest Diploma out U.S. Sex Highest School Year

First Up Down Last

TE Ad Hoc NRS Cross Tab

This example relates assigned goals to outcomes

Ad Hoc NRS Cross Tab Report

Goals by Education Results

Program Year: 2025-2026 Total Students: 2,076
Agency: 1400 - Grossmont Adult School

Goals	d GED 2002	d GED 2014	Passed HiSET	Passed TASC	Earned HSD	ended to K-12	d tech. skills	Completed crse.	crse. comp.	d certifi cate	tional achie vem.	progr ession	Sec. trans cript	ec. trans cript	ed in sec. colleg e	ed (trans fer)	(non-transf er)	ned creden tial	A.A./ A.S. deg.	B.A./ B.S. deg.	gradu ate sts.	PG. degre e	skills licens ure	skills certifi cate	certifi catio ns	diploma	N/A	Total
Improve basic skills	0	0	0	0	0	0	4	0	0	0	0	5	0	0	4	3	0	0	0	0	0	0	1	3	0	0	249	264
Improve English skills	0	0	0	0	0	0	17	0	0	0	0	12	0	0	5	29	0	0	0	0	0	0	2	8	0	0	1,437	1,499
H.S. Dipl./GED	0	5	2	0	25	0	2	0	0	0	0	6	0	0	4	35	0	0	0	0	0	0	0	4	0	0	485	559
Get a Job	0	1	1	0	7	0	7	0	0	0	0	45	0	0	3	14	0	0	0	0	0	0	6	33	0	0	431	507
Retain Job	0	0	0	0	0	0	3	0	0	0	0	8	0	0	1	0	0	0	0	0	0	0	1	5	0	0	57	68
Get a better job	0	2	2	0	3	0	1	0	0	0	0	34	0	0	1	11	0	0	0	0	0	0	4	27	0	0	152	206
Enter college or trainin	0	4	2	0	22	0	10	0	0	0	0	41	0	0	5	47	0	0	0	0	0	0	6	32	0	0	566	691
Work-based project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Goal	0	0	0	0	4	0	3	0	0	0	0	3	0	0	1	19	0	0	0	0	0	0	0	2	0	0	1,152	1,182
U.S. Citizenship	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	8	0	0	0	0	0	0	0	1	0	0	116	125
Military	0	1	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	19
Personal Goal	0	2	1	0	6	0	5	0	0	0	0	37	0	0	3	28	0	0	0	0	0	0	6	29	0	0	1,103	1,183
None	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Attainable Goal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7
N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	66	66
Total	0	15	8	0	70	0	52	0	0	0	0	192	0	0	27	194	0	0	0	0	0	0	26	144	0	0	5,836	6,564
Total unduplicated	0	5	2	0	25	0	17	0	0	0	0	48	0	0	5	62	0	0	0	0	0	0	6	36	0	0	1,918	2,076

Training Events

TE Admin Portal - April 23

CA WIOA II Statewide Meeting – May 5

CASAS National Webinar - May 13

TE Overview - May 28

<https://www.casas.org/training-and-support>

Training Events

2026 CASAS Summer Institute



<https://www.casas.org/training-and-support/SI>

2026 Discussion Topics

Managing Personally Identifiable Information

Do you collect SSN and/or ITIN at student enrollment?

If so – what is your agency's process? Are there extra steps you take to manage personally identifiable information? How have you communicated this with your students?

Either way – have developments at the Federal and State level affected how you collect this data? Has it adversely affected students' willingness to provide this information?

2026 Discussion Topics

National NRS Data Results

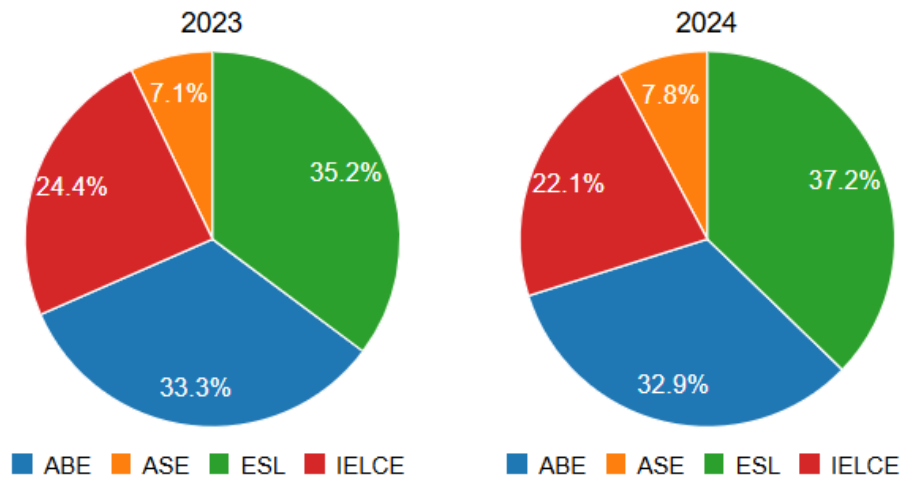
In your state – has overall student enrollment increased or decreased over the past year?

Either way – what do you think accounts for the + or - ?

Has enrollment at your local agency trended the same as the rest of your state – or is it different?

2026 Discussion Topics

ENROLLMENT BY PROGRAM TYPE (UNDUPLICATED) FOR ALL STATES AND TERRITORIES



Visualization data

PROGRAM TYPE	2023	2024
ABE	419,654	426,373
ASE	90,108	101,309
ESL	443,689	482,320
IELCE	308,150	285,806

2026 Discussion Topics

National NRS Data Results

At your local agency – have you monitored and recorded “new” NRS MSG’s 1b-1c-1d?

If so – which ones have commanded your attention?

If so – is your agency doing the same as everyone else in your state, or is your agency unique in tracking and recording this?

2026 Discussion Topics

CTE Pre and Post-Testing

Does your agency use CASAS pre/post-testing to assess basic Reading and Math skills for students in CTE?

- If yes – what are the advantages?
- If not – do you use appraisals instead of pre/post? What are the advantages of using appraisal over pre/post?
- What methodology does your agency use to determine eligibility/basic skills ready? Scale score minimum? Grade level? Something else?

2026 Discussion Topics

Proxy Wizard

Does your agency use the TE Proxy Wizard to bring forward tests from one PY to the next?

- If yes – what are the advantages?
- How has using the Proxy Wizard affected your agency's Local Assessment Policy?
- If you have considered this but decided against it – what are the concerns that made you decide this?

2026 Discussion Topics

Distance Learning Considerations

Does your agency provide students opportunities for virtual or blended learning?

- If yes – what delivery formats (Blended, Synchronous, Asynchronous) does your agency use?
- Are there specific instructional programs or types of classes that you find are especially conducive (or not?)
- Have developments at the State or Federal level prompted you to offer more distance learning options?
- If not – what are the barriers to implementation?