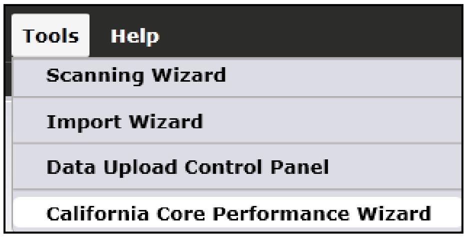
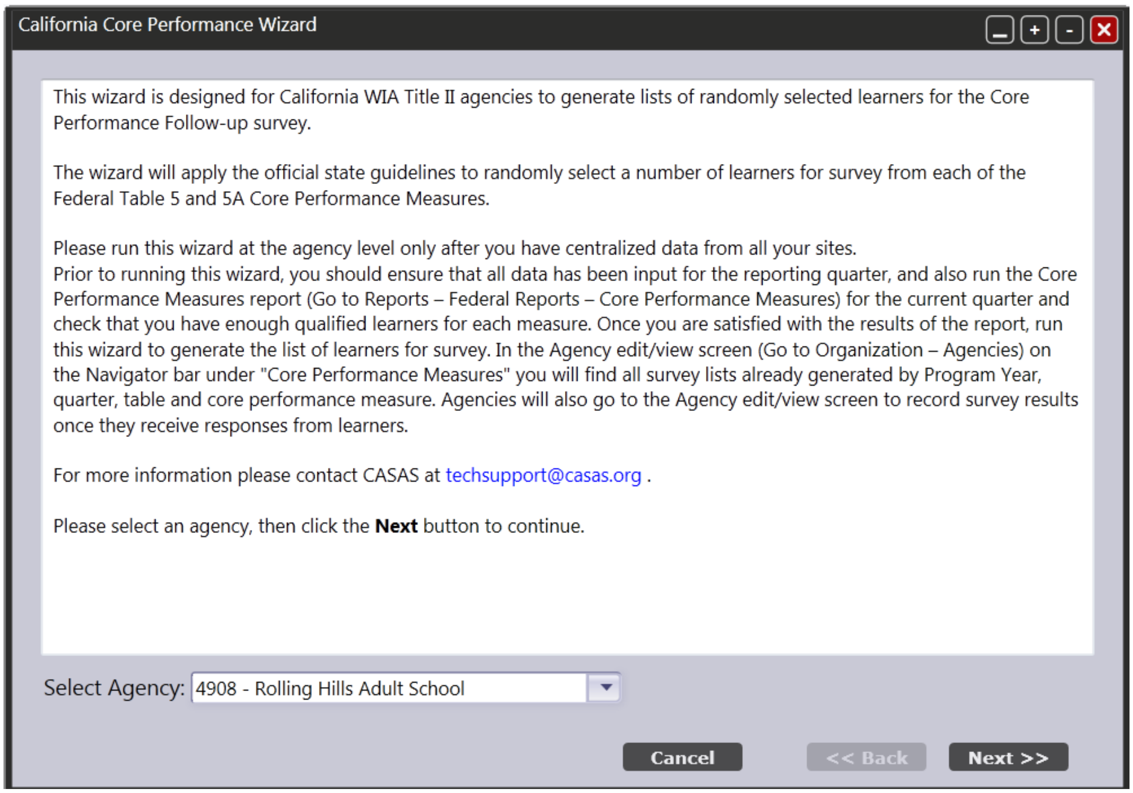
California Core Performance Overview

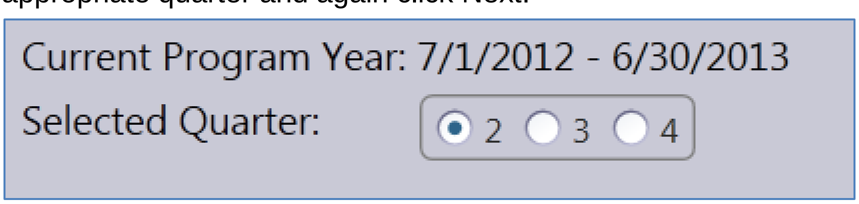
1. Generate a list of learners to follow-up using the TOPSpro Enterprise California Core Performance Wizard.
    a. In TE, go to Tools and click California Core Performance Wizard.



    b. Review the steps in the first screen and then click Next.



    c. As you proceed through the wizard, it will provide several reminders to review key data elements, such as highest year of school, highest diploma earned, and labor force status. Select the appropriate quarter and again click Next.



d. This generates a report that lists all students eligible for core performance reporting for that particular quarter. The first page of the report summarizes how TE will apply random sampling to generate the list of students for survey.

Core Performance Follow-up Survey - California

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Agency Survey Summary Information

Agency: 4908 - Rolling Hills Adult School **Program Year:** 2012-2013 **Quarter:** 2

Federal Table	Cohort	Expected Sample Size for PY 2012-2013	Expected Q2 Sample Size	Surveyed Previously	Total Learners Eligible in Q2	Total Learners Available for Survey Sampling in Q2
5	Entered Employment	15	3	1	1	1
5	Retained Employment	19	4	1	1	1
5	Placed in postsecondary education or training	10	0	0	0	0
5A	Entered Employment	3	0	0	0	0
5A	Retained Employment	5	0	0	0	0
5A	Placed in postsecondary education or training	3	0	0	0	0

e. The remaining pages display separate lists by cohort, of all students that are eligible for follow-up for that reporting quarter. Agencies should review the report carefully to verify that it includes everyone who is eligible for core performance.

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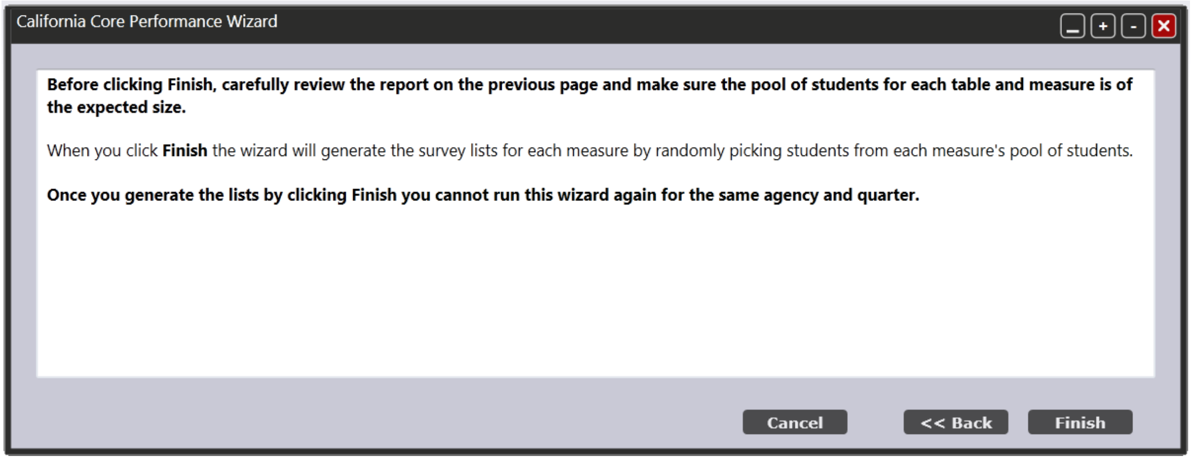
Agency: 4908 - Rolling Hills Adult School **Program Year:** 2012-2013
Cohort: Entered Employment Federal Table 5

Student		Gender	Birth Date	Quarter Left Program
274564719	Kim, Erica	F	12/12/1982	1
268095630	Karahan, Ayshem	F	07/28/1980	1
87676	Li, Mei Chong	F	09/20/1972	1
345533535	Spasky, Thomas	M	12/28/1980	1

Number of Students: 4

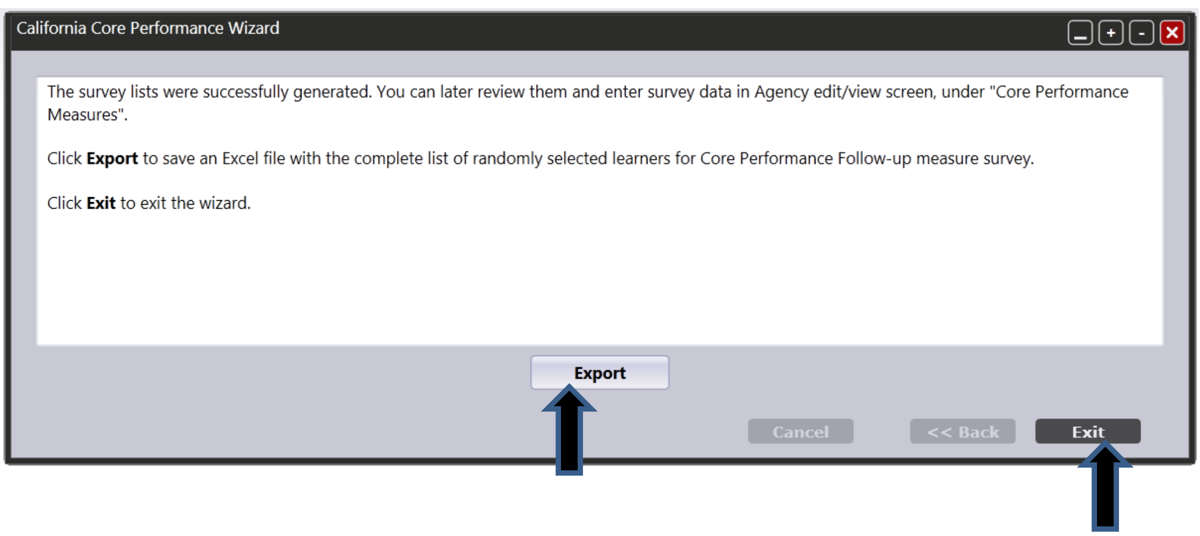
f. If the report appears correct, click Next to close the report and proceed through the final steps of the wizard—but again, only do so if you are sure this data is correct, as this step applies the random sampling methodology.

g. Once you click “Finish” at the last step of the wizard, TE will generate the list of students to be survey sampled, and you will no longer be able to select that reporting quarter.

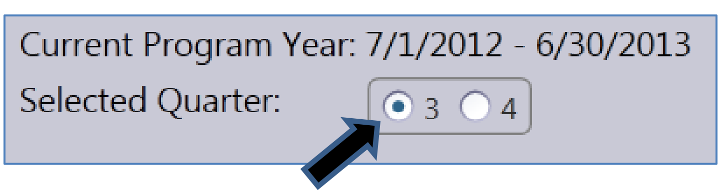


h. Click **Export** to save an Excel file with the complete list of randomly selected learners for Core Performance Follow-up measure survey.

i. Click **Exit** to exit the wizard.

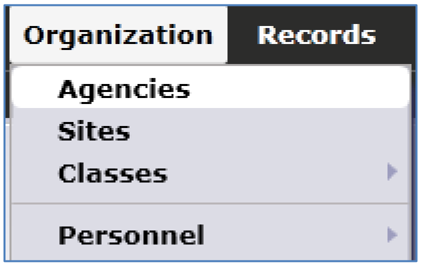


j. Once the agency has completed this reporting for a particular quarter, then that quarter will no longer appear as an option on the wizard menu. *Remember that this report should be run for the previous quarter*.

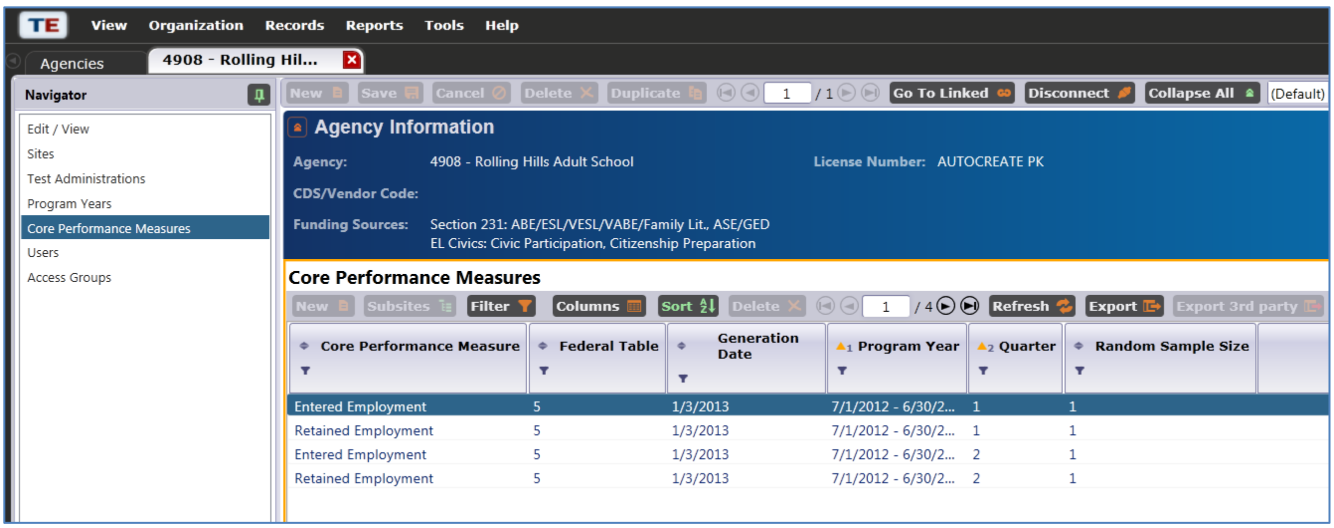


2. Disseminate surveys

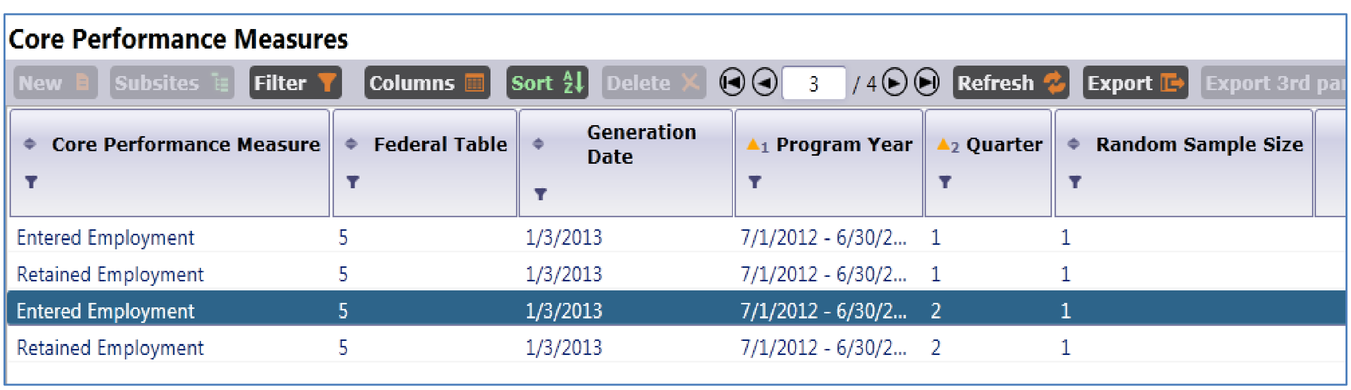
   a. Access the TOPSpro Enterprise Agency Lister. On the Organization menu, click Agencies.



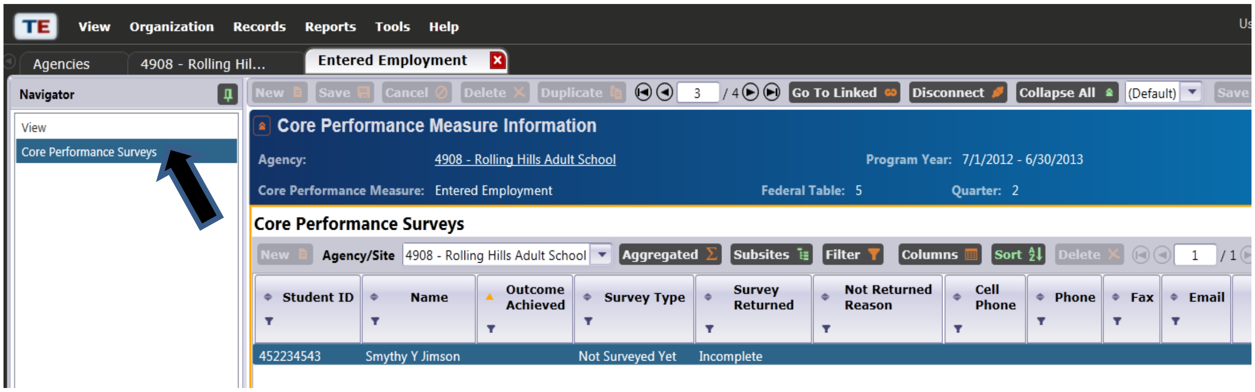
   b. Double-click anywhere on the row to open the agency record.
   c. Refer to the Navigator bar on the left hand side and click Core Performance Measures. This displays a list of the applicable cohort(s) for which the agency must report for that quarter.



   d. Open the record for each listed cohort to view details, including the list of specific students to survey.

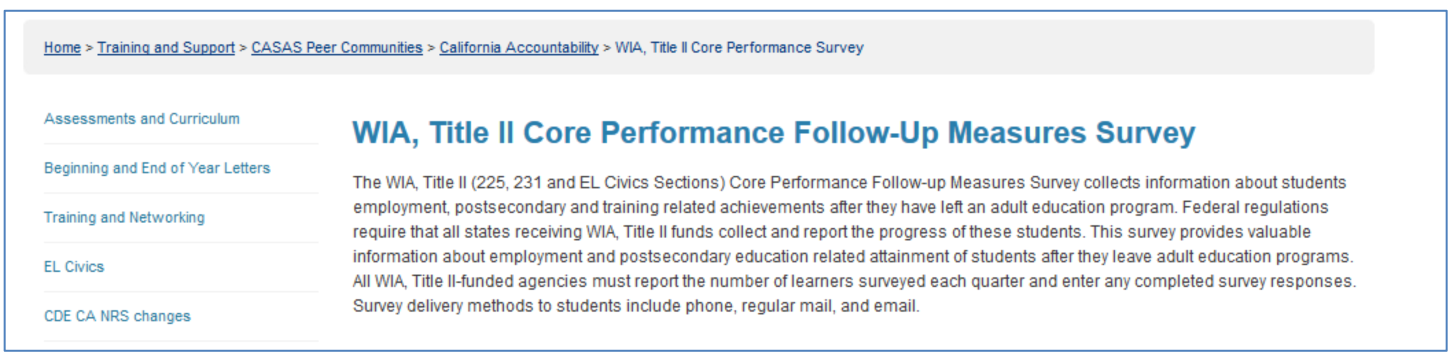


e. Click Core Performance Surveys on the Navigator bar.



f. This displays the specific list of students to survey for the particular cohort.

g. Download survey forms and prepared scripts on the CASAS Web site at www.casas.org. On the main page, find the menu that appears on the left hand side and select California Accountability. From the California Accountability page, find another menu on the left hand side, and click "WIA, Title II Core Performance Survey." Or, use the link below to access the page that has the downloadable survey forms:
http://www.casas.org/training-and-support/casas-peer-communities/california-accountability/wia-title-ii-core-performance-survey



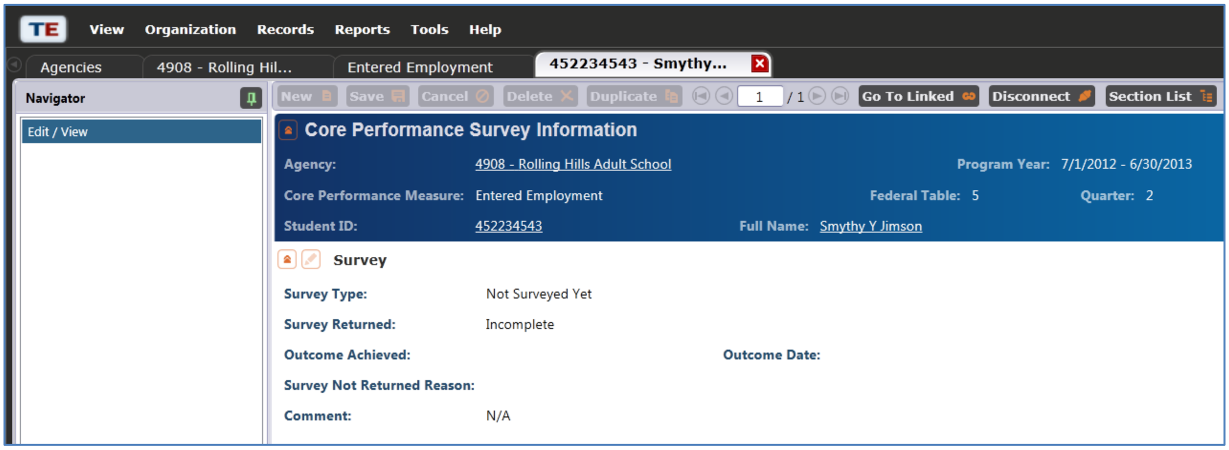
h. On this Web page you can select surveys to administer by mail, e-mail, or by phone to gather core performance information.

- Effective 2012-13, and continuing 2013-14, it is now permissible to use additional methods to verify core performance outcomes.
- Agencies may now use social networking Web sites such as Facebook. For this approach, use the e-mail survey template when contacting students.
- Remember: Regardless of the method your agency uses to disseminate the surveys, you must use the appropriate prepared scripts for phone, mail, and e-mail.

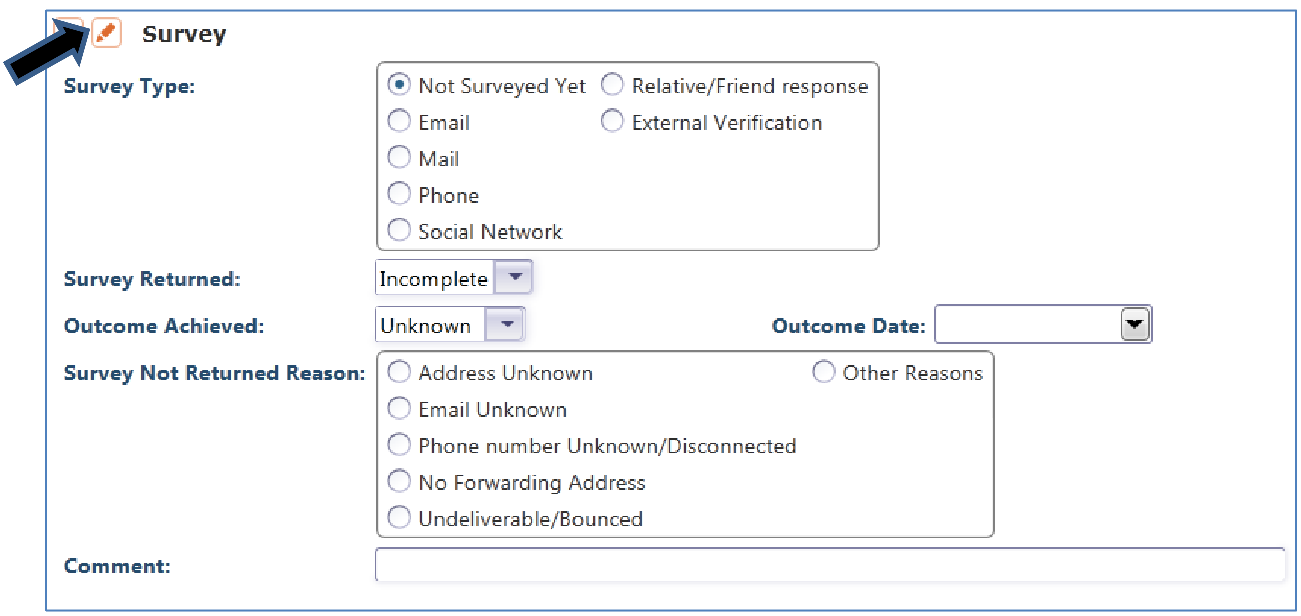
3. Enter results of returned surveys

a. Return to the Core Performance Measures section of the agency record in TE that lists the students for survey.

b. For each student listed, double-click that listing to open the record and enter the information the student provides from the survey. Click Save when finished.



c. Click the Edit icon and enter the survey results into TE for the given student. Once the agency has recorded all of this information into TE, it has met its core performance reporting requirement for that quarter.



d. **Agencies will no longer input core performance results on the CASAS Web site.** Submitting data for a particular quarter will include the core performance results for the previous quarter. For example, when an agency submits its second quarter data on or before January 31, 2014, that submission must also include core performance results from the first quarter.