2020-21 Promising Practices and Making a Difference Awards

To start this session, we will recognize the agencies that won 2020-21 Promising Practices and Making a Difference Awards – as well as Making a Difference Award winners from PY 2019-20.
Agenda

• Promising Practices/Making a Difference Awards
• CDE Update
  • New Division Director
  • End of Year Letter
• End of Year Data Submission and Deliverables
• TOPSpro Enterprise Updates
• Reporting for Perkins and CTE
• CASAS Summer Institute 2021
• Networking
• Resources
CDE Update (1)

• Pete Callas, New Division Director
• 2020-21 EOY Letter
High School Diploma Payment Points

• The TE Payment Points Summary includes all students who a) meet basic requirements such as DOB, and 12+ hours; b) marked “Earned HS Diploma” on the Update Record.

• Anyone who “Earned HS Diploma” in TE should also appear on that local district’s certified list of high school diploma awardees.

• For CDE program monitoring, the list of students who earned the HS diploma on the TE Payment Points Summary is compared to the district list of awarded diplomas. Only those on both lists are considered as earning payment points.
CDE Update (3)

High School Diploma
- Deadline to submit HS diploma list delayed by one week
- June 30 cutoff for students to be added
Perkins Reporting

• Before June 30, 2021, K-12 and COE CTE programs will complete Perkins requirements using TOPSpro Enterprise.
CDE Update (5)

Ordering

• With agencies “re-opening” – everyone is encouraged to order testing and assessment materials (and eTests Test Units) as early as possible – meaning NOW!
June 2021 Topics
TOPSpro Enterprise Update (1)

New Build 11 dated May 31, 2021
• Updates to NRS Tables
• CAEP Enrollees by Hours

Release Notes
TOPSpro Enterprise 4.0 Build 11
05/28/21
TOPSpro Enterprise Update (2)

Updates to NRS Tables

- New Columns G and N on NRS Table 4
- New logic for selecting qualifying pretest
- Overall the number of gains will be the same, but may be attributed to different placement EFL’s than before
CAEP Enrollees by Hours

- Identifies “Participants” vs “Adults Served”
- Reports available at the agency and consortium levels
For this year, the proxy retrieves tests administered as far back as January 1, 2020.

CDE will continue the date range of Jan 1- June 30 for PY 2021-22.

The normal date range is May 12 – June 30.
Reporting for Perkins and CTE (1)

- Mark A22 and/or CIP Code for all CTE Class Definitions in TE
- Mark Special Programs = Perkins at either the Class Instance or Student level for all students eligible for federal Perkins reporting
- All CTE and Perkins students will be part of the EDD data match for employment; so provide SSN if possible
Reporting for Perkins and CTE (2)

Record the federal CIP code and the CDE A22 Course Code in the TE Class Definition Record.
Reporting for Perkins and CTE (3)

Link for CDE A-22 codes:
- https://caadultedreporting.org/Info/CourseListAll

Link for federal CIP codes:
Designate Perkins eligible students at either the individual student or class instance level by selecting **Special Programs – Carl Perkins**.
## PY 2020-21 End of Year Data Deliverables

By July 15, 2021

<table>
<thead>
<tr>
<th>Required Data and Documents</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Year Data, TOPSpro® Enterprise</td>
<td>Two steps:</td>
</tr>
<tr>
<td></td>
<td>- All year end data must be entered into TOPSpro® Enterprise and completed for this quarter on or before this date</td>
</tr>
<tr>
<td></td>
<td>- Submit End-of-Year Certification Letter by email to: <a href="mailto:caom@cassas.org">caom@cassas.org</a> (signature required)</td>
</tr>
<tr>
<td>Adult Education Personnel Information</td>
<td>Enter personnel information for Federal Table 7 into TOPSpro® Enterprise</td>
</tr>
<tr>
<td>End-of-Year Data Integrity Report</td>
<td>Generate the NRS Data Integrity Report and submit a copy of the report to <a href="mailto:caom@cassas.org">caom@cassas.org</a></td>
</tr>
<tr>
<td>Payment Points Summary Report</td>
<td>Generate the Payment Points Summary and email a PDF copy of the report to <a href="mailto:caom@cassas.org">caom@cassas.org</a></td>
</tr>
<tr>
<td>Employment and Earnings Follow-up Survey</td>
<td>Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 4:</td>
</tr>
<tr>
<td></td>
<td>- Run the &quot;NRS Core Performance Wizard&quot; under Tools in TOPSpro® Enterprise</td>
</tr>
<tr>
<td></td>
<td>- Send Employment and Earnings Survey to exit population for second and fourth quarter after exit</td>
</tr>
</tbody>
</table>
EOY Data Deliverables (2)

WIOA II agencies will use the **TE Quarterly Data Submission Wizard** to submit quarterly data, including the Data Integrity Report (DIR).

---

**Step-by-Step Quarterly Data Submission Wizard Instructions:**

EOY Data Deliverables (3)

• Access detailed quarterly step by step help documents, and many other survey related resources:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Task</th>
<th>Reference/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Save Exit Population for PY 19-20 Qtr. 4</td>
<td>See “Step 2” below</td>
</tr>
<tr>
<td>October - November</td>
<td>Send a Survey Invite to all PY 19-20 Qtr. 4 Exiters</td>
<td>See “Step 3A” below.</td>
</tr>
<tr>
<td>October - November</td>
<td>Send a Survey Invite to all PY 19-20 Qtr. 2 Exiters</td>
<td>See “Step 3B” below.</td>
</tr>
<tr>
<td>November - December</td>
<td>Send Follow-Up Survey Invites to all non-responders</td>
<td>See “Step 5” below.</td>
</tr>
<tr>
<td>December</td>
<td>After three attempts, contact non-responders via phone, postcard, etc.</td>
<td>See “Step 5” below.</td>
</tr>
<tr>
<td>January</td>
<td>Grace period for sending invites and receiving responses.</td>
<td>You can continue entering survey responses after the grace period, but you cannot send survey invitations</td>
</tr>
</tbody>
</table>
The CASAS Data Portal now includes a section that enables review of agency level and statewide performance on the Employment & Earnings Survey.
CASAS Summer Institute (1)

June 17-18

- TE & eTests virtual sessions
- TE planning and development
- CASAS implementation modules
- PY 2021-22 WIOA II accountability

June 22-23

- **Keynote: Josh Davies**
- Several panels offering statewide and federal perspectives
- Several sessions addressing WIOA II and CAEP issues

Go to  [www.casas.org/si](http://www.casas.org/si)    casas-si@casas.org
Poster Sessions from high performing agencies, including the Promising Practices and MAD award winners
Trainings & Conferences (3)

Upcoming Statewide WIOA II Meeting dates (at 1pm):
• Jul 6
• Aug 3

Upcoming Statewide TE dates (9am):
• Jul 9 (no statewide TE meeting in June)

TE Basics Training
• Jul 22
Trainings & Conferences (4)

- Go to the Training & Networking page to access recordings and documentation related to the statewide and regional network meetings.

Network Discussion Topics (1): Moving Forward from COVID-19

• How has your agency moved forward from COVID-19?
• Have you been aware of whether or not your students have been able to access and receive the COVID-19 vaccine?
• If so, how much success have your students and others in your community had with this process?
• Has your agency required vaccination for students and/or staff? Either way, are there any other COVID related health and safety requirements your agency has implemented or considered?
Network Discussion Topics (2): Planning for PY 21-22

• How will you implement “beginning of year” issues such as student enrollment, orientation, placement, and pretesting? As you move forward, will you mostly provide instruction in person, stay with mostly virtual instruction, or be evenly split?

• What options are your students choosing? What factors seem to govern which option your students select? Have you any indication about which method is best in terms of student outcomes and results?

• If your agency is closed this summer – is the closure time more than 90 days or less than 90 days?
Network Discussion Topics (3):
Serving HS Students

• Have you had to accommodate additional HS students who were unable to finish due to COVID-19? Will this continue as an issue in PY 2021-22?

• HS Diploma payment points. How does your district account for reporting students who earned the diploma each year?

• Do you cross check your HS diploma total in TE with the number reported by your local district on your local district’s Certified List of HS Diploma Awardees?
Resources
Resources

Student Funding in Adult Education Programs

• The CDE disseminated a statewide memorandum on March 29, 2021, to reinforce California state law of compulsory education for students through age of 18 years.

• Access the letter here: https://caadultedreporting.org/
Resources

Using Consent Forms & SSN

- CDE Memorandum 17-2 provides state guidance on this issue, and includes a template consent form. [https://www.cde.ca.gov/sp/ae/ga/mb17-01.asp](https://www.cde.ca.gov/sp/ae/ga/mb17-01.asp)

- The CDE recommends that agencies have students sign a consent form whenever they provide their SSN or other sensitive personal information.
Resources

New CDE Table 7A for CDE Reporting

• Includes aggregate demographics data for teachers, administrators, and other staff
• Focus is on race and ethnicity of staff
Resources

CASAS Ordering

• With agencies “re-opening” – everyone is encouraged to order CASAS testing and assessment materials (and eTests Test Units) as early as possible
Resources

- WIOA II agencies will use the **TE Quarterly Data Submission Wizard** to submit quarterly data, including the Data Integrity Report (DIR).
- Agencies will no longer send/email pdf copies of the DIR when completing quarterly data requirements.

**Step-by-Step Quarterly Data Submission Wizard Instructions**:  
Resources

2019-20 data now available on the CASAS Data Portal:

http://www2.casas.org/dataportal/
Resources

EL Civics Videos
Watch a video on the CASAS YouTube Playlist:

Submit questions to lrobinson@casas.org
Resources

Remote Proctored Testing 1:1 Demo on video
https://youtu.be/uLoaw-BHo-s

Register Testing Stations for Remote Testing
https://youtu.be/1ipRe4-8Tiw

Remote Testing for CASAS Tests Overview
https://www.casas.org/product-overviews/remote-testing

Agency Remote Testing Agreement for California
Must be completed annually and a copy sent to CDE consultant and CASAS Program Specialist
Resources

Citizenship Interview Test (CIT) Remote Testing

• CIT can be tested remotely (1:1 only, no group testing)

• At least one person from the agency completes the *CIT Remote Test Training Webinar*

• Email CIT@casas.org to request the fillable PDF test booklets
Resources

CASAS Reading Level Indicator

• Provides informal class, program, and level placement for students.
• Accessible to student via cell phone
• Does not require a Proctor
• The Reading Level Indicator is Form 601R.
• View results in the TE Test Lister.
Resources

OCTAE Updates:

• https://www2.ed.gov/policy/adulted/guid/memoranda.html

EDD Updates:

• https://www.edd.ca.gov/Jobs_and_Training/Information_Notices.htm
Resources

CCAЕ Advocacy Kit:
https://www.ccaestate.org/advocacy-resources

CAEAA – “Revisit the Conference” held on February 4, 2021
https://www.caeaa.org/revisit-the-2021-conference.html