WIOA II Network Meeting – August 2021
Agenda

• CDE Update
  • AB 104 Memorandum
  • Grant Award Notice (GAN)

• Promising Practices/MAD

• PY 2021-22 Administrative Resources
  • Data Dictionary and Order Guide
  • Statewide and Local Assessment Policy

• EL Civics Updates
  • EL Civics Exchange
  • Citizenship Interview Test (CIT)

• Training and Networking

• Resources
AB 104 Memorandum
AB 104: Pupil Instruction: Retention, grade, changes, and exemptions

On July 30, 2021 the CDE sent out a memorandum to agencies, with guidance to consider when making decisions related to their high school diploma programs.
CDE Update (2)

Deliverables due **August 1, 2021**

- Final Expenditure Claim Report (ECR)
- Official Payment Points Certification Letter
  - Second HSE/HS diploma letter will be due approximately December 1

The final submission was closed on August 1 to begin rolling up the statewide data for NRS submission.
CDE Update (3)

Grant Award Notice (GAN)
CDE Update (4)

CDE New Administrator Orientation

• Daily sessions will be 90-120 minutes
• Schedule of sessions:
  • 9/08 9-10:30 AM Introductions, Adult Education in California, CALPRO
  • 9/10 1-2:30 PM 231, AJCC/MOUs, OTAN
  • 9/13 1-2:30 PM Fiscal & FPM
  • 9/13 3-4 PM 225 (optional)
  • 9/14 9-11:15 AM Data/Accountability, CASAS
  • 9/14 1-2 PM IELCE (optional)
  • 9/17 9AM-noon Wrap up and Meetings with Regions –
CDE Update (6)

CDE Staffing Changes
2020-21 Promising Practices and Making a Difference Awards (1)

• Congratulations to the following three agencies – one Making a Difference Award winner, Huntington Beach Adult, and two Promising Practices Awardees.

• The CDE will highlight three award winning agencies each month during this meeting.

• Huntington Beach Adult School (MAD Award)
• Castro Valley Adult School
• Corona-Norco Adult School
2020-21 Promising Practices and Making a Difference Awards (2)

1. Huntington Beach Adult School (MAD Award)
2. Castro Valley Adult School
3. Corona-Norco Adult School
August 2021 Topics
2021-22 Data Dictionary

- PY 2021-22 Data Dictionary for both WIOA II and CAEP is available on the CASAS CA Accountability page. 

- Updated attachments are also available, including updates for short term services and barriers to employment, as well as a summary of changes for PY 2021-22.
2021-22 Order Guide

• The PY 2021-22 CASAS Order Guide enables WIOA II agencies to obtain selected CASAS materials free of charge:

2021-22 CA Assessment Policy

• The 2021-22 Statewide Assessment Policy and Guidelines for Local Assessment also appear on the California Accountability page of the CASAS Website:

• The statewide assessment policy requires all WIOA II agencies to develop their own local assessment policy, and revise their local policy at the beginning of the Program Year.
The CDE Statewide Assessment Policy contains the uniform CASAS pre-/post-test procedures for all California WIOA II agencies.

- Placement testing for all learners upon enrollment
- Minimum 40 hours requirement between pre- and post-tests
- Guidelines for implementing local assessment
- Policy for assessing and reporting distance learners
The statewide assessment policy requires all WIOA II agencies to develop their own local assessment policy, and revise their local policy at the beginning of the Program Year.

- Establish procedure for appropriate placement, and pre- and post-testing
- Maintain a calendar of the year’s test dates, with specific dates as “testing dates” and make up days for those who are absent
- Specify test security and uniform administration procedures
- Define procedures for hours and assessment for special programs such as distance learning
Local Assessment Policy (2)

- Agency local policy is not limited to issues in the Local Assessment Policy template. Examples of additional issues to address:
  - Accommodations for disabilities
  - EL Civics
  - Additional agency security issues
  - Information about specific eTests or pencil/paper process, such as “checklists”
  - Agreements with regional partners, such as CAEP planning, WIOA MOU’s
  - Distance Learning
Appendix C in the statewide assessment policy addresses issues for distance learning. Appendix C includes:

- Definition of Distance Learners
- Remote Testing
- Virtual Learning Curricula
- Instructional hours
- Agencies doing remote testing should include their online Remote Testing Agreement in this section.
Remote Testing (1)

Visit the CASAS California Remote Testing page:
Remote Testing (2)

• All agencies that *initiate* remote testing in PY 2021-22, or that make changes to their remote testing strategy, must complete the CASAS Agency Remote Testing Agreement for California (ARTA/CA).


• In the agreement, specify which assessments are being administered remotely and the virtual approaches employed for remote testing.

• Send the completed pdf to your CDE Regional Consultant and CASAS Program Specialist, and retain a copy with your agency’s Local Assessment Policy documentation.

http://training.casas.org/mod/questionnaire/view.php?id=2910
Remote Testing (3)

• Agencies that have already completed the agreement, and plan to follow the same remote testing strategies as last year, do not need to complete it again.

• Agencies continuing remote testing should continue to outline their procedures in their Local Assessment Policy, (Appendix C – Distance Learning) and can include the copy of the Remote Testing Agreement.
## Remote Testing (4)

### CASAS eTests Remote Testing Summary

<table>
<thead>
<tr>
<th>Approach Description</th>
<th>Multiple Test Takers</th>
<th>Registers eTests on whose device?</th>
<th>Proctor Devices</th>
<th>Test Taker Devices*</th>
<th>Web Platform **</th>
<th>Smartphone for Proctor Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:1 Remote Control</td>
<td>Yes</td>
<td>No</td>
<td>Proctor</td>
<td>Windows 10 PC</td>
<td>Mac, PC, iPad* or tablet*</td>
<td>Any with Remote Control &amp; Screen Sharing</td>
</tr>
<tr>
<td>1:1 or Multiple Test Takers on Windows 10 PC</td>
<td>Yes</td>
<td>Yes</td>
<td>Test Taker</td>
<td>PC, Mac, iPad, Chromebook</td>
<td>Windows 10 PC</td>
<td>Any with Screen Sharing</td>
</tr>
<tr>
<td>1:1 or Multiple Test Takers on Chromebooks or iPads</td>
<td>Yes</td>
<td>Yes</td>
<td>Test Taker</td>
<td>PC, Mac, iPad, Chromebook</td>
<td>Chromebook in Kiosk mode or iPad in Guided Access Mode</td>
<td>Any with Screen Sharing</td>
</tr>
<tr>
<td>1:1 Oral Responses</td>
<td>Yes</td>
<td>No</td>
<td>Proctor</td>
<td>Windows 10 PC</td>
<td>Chromebook, Mac, iPad* or tablet*</td>
<td>Any with Screen Sharing</td>
</tr>
</tbody>
</table>
EL Civics Exchange

• Announcing the EL Civics Exchange, a joint project of OTAN and CASAS, funded by the California Department of Education, Adult Education Office.

• Access, Submit, and Share Instructional Materials that relate to EL Civics content for English Language Learners:

   elcivics.otan.us
EL Civics Exchange

• Search for instructional materials in different ways, such as competency area, EL Civics COAAP, or instructional level

elcivics.otan.us
Citizenship Interview Test (CIT) Certification & Recertification

- **CIT Certification expires each year on June 30.**
  - CIT Examiners must recertify online each year on or before April 30.
  - CASAS updates the materials online and sends notification to CIT Examiners about recertification procedures each January.

- The CASAS CIT Certification and Recertification courses close on April 30 of each year.
  - Contact CIT@casas.org or at 1-800-255-1036 ext. 108 with questions or for more information.
Trainings & Conferences (1)

• For PY 2021-22, CDE and CASAS will continue monthly statewide WIOA II and TE network meetings
  • WIOA II statewide meeting on the first Tuesday at 1pm
  • TE statewide meetings will usually be the first Friday at 9am
  • Specific schedule for virtual and f2f regional meetings will vary region to region.

• CA WIOA II accountability training and CASAS assessment implementation (that is the sessions that meet the CDE training requirement) will be facilitated via Zoom beginning August 11.
Trainings & Conferences (2)

Upcoming Statewide WIOA II Meeting dates (at 1pm):
• Sep 7
• Oct 5

Upcoming Statewide TE dates (9am):
• Aug 6
• Sep 10

Online WIOA II Accountability
• First trainings week of Aug 9
• CASAS Basic Assessment available online: https://www.casas.org/training-and-support/casas-live-facilitated-training
Trainings & Conferences (3)

- 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

- Has your school/college district been “aggressive” in moving forward, more “cautious” – or somewhere in between? How does your own district compare to others in your region?
- Are there COVID related health and safety requirements your agency has implemented or considered moving forward?
- What factors seem to govern which options (f2f vs virtual) your students are selecting? Are you concerned that “student choice” may be excluding a lot of student voices that have not been to resume instruction this past year?
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?

• Have you implemented “hybrid” options that combine f2f and virtual instruction for students? What specifically remains virtual vs. what do you hope to implement f2f? How will you incorporate pre- and post-testing?

• From your DIR/other reports you completed for 2020-21 EOY data submission – are there any specific data points that affect how you implement programs in PY 2021-22/and which ones?

• Have you any indication about specific student groups – such as demographics, instructional program, or level - that have sustained success? Or specific groups that have struggled?
Network Discussion Topics (3): Credentialing

• Have you ever had to respond to an audit where your COE (or other entity) checked to ensure your teachers were fully credentialed?

• If so, which specific local entity was responsible for the audit?

• Either way – has the issue of credentialing been a challenge for your district, given the difficulties many agencies have had finding qualified teachers?

• Given the inconsistencies in what the different systems (K12 vs CCD) require for credentialing, does that ever create conflicts with agencies in your region?
Network Discussion Topics (4):
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?

• Have you worked with your local district and/or regional consortium to address AB 104?

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

• Do you cross check your HS diploma total in TE with the number reported by your local district? Are there issues at your district with the timing or frequency of how often your district completes the certified list?
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

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

Resources

- 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 Exitors</td>
<td>See &quot;Step 3A.&quot; below.</td>
</tr>
<tr>
<td>October - November</td>
<td>Send a Survey Invite to all PY 19-20 Qtr. 2 Exitors</td>
<td>See &quot;Step 3B.&quot; 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>
Resources

• 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
Resources

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

Link for federal CIP codes:
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
The CASAS Data Portal now includes a section that enables review of agency level and statewide performance on the Employment & Earnings Survey.
Resources

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
Resources

EL Civics Videos

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
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

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