

# Adult Education and Family Literacy Act: Data and Accountability Requirements for Program Year 2023–24

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**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tony Thurmond, State Superintendent of Public Instruction

# Objectives

At the end of this presentation, you should have a clear understanding of:

## 1. Data and Accountability

- Beginning-of-the-Year Letter
- Due Dates for Deliverables
- Guidelines for Coalitions Deliverables
- Data Collection, Training, and Reporting
- Local Assessment Policy
- End-of-Year Data Submission

## 2. Data Privacy-Security Personally Identifiable Information

- Social Security Numbers
- Individual Tax Identification Number
- Consent Forms (Paper Based or Electronic)

## 3. Data Monitoring, Reporting, and Training (Guest Speaker)

# Data and Accountability (1)

## Mandatory Requirements

### Beginning-of-the-Year Letter for Program Year (PY) 2023–24

The screenshot shows a web browser window displaying the California Department of Education website. The URL is [cde.ca.gov/sp/ae/fg/wioa23boyinfo.asp](http://cde.ca.gov/sp/ae/fg/wioa23boyinfo.asp). The page title is "Program and Accountability Requirements". The main content area contains the following text:

The Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) grant recipients must adhere to the following requirements.

This notice and the additional requirements provide guidance on program and accountability requirements of the California Department of Education (CDE) Adult Education Office (AEO) for the WIOA, Title II: AEFLA grantees for Program Year 2023–24. Failure to comply with any of the program requirements or submissions will be cause for withholding of the WIOA, Title II: AEFLA grant reimbursements until requirements and submissions are met.

#### Local Administrative Costs

According to the Local Administrative Costs Limits Section 233 of WIOA and 34 Code of Federal Regulations (CFR) 463.25, of the amount that is made available under this title to an eligible provider:

1. Not less than 95 percent shall be expended for carrying out adult education and literacy activities; and
2. The remaining amount, not to exceed 5 percent, shall be used for planning administration, professional development, and the activities described in paragraphs (3) and (5) of Section 232.

Special Rule: In cases where the cost limits described in subsection (a) are too restrictive to allow for the activities described in subsection (a)(2), the eligible provider shall negotiate with the CDE in order to determine an adequate level of funds to be used for non-instructional purposes.

New: The cost of professional development must be taken from local administrative costs and not instructional costs per Section 233(2) of WIOA; 34 CFR Section 463.26.

#### Monthly Attendance Requirement

The right sidebar contains a "Share this Page" section with social media icons for email, Twitter, Facebook, LinkedIn, and a link icon. Below that is a "Trending in Adult Education" section with links to "Adult Education", "School and Student Information", "Adult Education", "State Funding", and "Federal Grants Administration". At the bottom of the sidebar is a "Recently Posted in Adult Education" section.

# Data and Accountability (2)

## Important Grant Deliverables Due Dates for (PY) 2023–24

The screenshot shows a web browser window with the URL `cde.ca.gov/sp/ae/fg/wioa23datadocsched.asp`. The page is titled "Grant Deliverable Due Dates" and provides a schedule of due dates and submittal activities for the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) grant in Program Year 2023–24.

Comprehensive Adult Student Assessment System (CASAS) and the Outreach and Technical Assistance Network (OTAN) are contractors who collect information and data for the California Department of Education (CDE) Adult Education Office.

**By September 1, 2023**

Required Data and Documents	Action
Grant Award Notification	Download, sign a wet original, and upload the signed Grant Award Notification on the <a href="#">California Adult Education Online Application and Reporting</a> (login required). Signature of Superintendent/College President/Chief Executive Officer or authorized designee required.  Also, mail the original to the CDE, see the document for the address.

**By September 15, 2023**

Required Data and Documents	Action
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# Data and Accountability (3)

## Coalitions

Deliverables that must be submitted at Individual-Agency-Level versus, those that, are the responsibility of the Fiscal Agent.

The screenshot shows a web browser displaying the California Department of Education website. The URL is [cde.ca.gov/sp/ae/fg/wioa23coalition.asp](http://cde.ca.gov/sp/ae/fg/wioa23coalition.asp). The page title is "Guidelines for Coalition Submissions". The breadcrumb trail is: Home / Specialized Programs / Adult Education / Federal Grants Administration. The main heading is "Guidelines for Coalition Submissions". Below the heading, it states: "Provides additional guidance as part of the California Department of Education Adult Education Office for the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) for Fiscal Year 2023–24." A paragraph follows: "Please use these guidelines to delineate between deliverables that must be submitted by the fiscal agent or at the individual agency level." A table with three columns is present: "Required Data and Documents", "Coalition Fiscal Agent", and "Coalition Member". The table contains five rows of data. To the right of the table, there is a "Share this Page" section with social media icons for email, Twitter, Facebook, LinkedIn, and a link icon. Below that is a "Trending in Adult Education" section with links to "Adult Education", "School and Student Information", "Adult Education", "State Funding", and "Federal Grants Administration", along with a "More Trending Items" link.

Required Data and Documents	Coalition Fiscal Agent	Coalition Member
Grant Award Notification	A single coalition level submission is required	Not Applicable
Grant Budget	A single coalition level submission is required	Not Applicable
Quarterly Data, TOPSpro® Enterprise	Agency level submission required	Agency level submission required
California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP)	Agency level submission required	Agency level submission required
Data Integrity Reports	Agency level submission required	Agency level submission required

# Data and Accountability (4)

## Data Collection, Training, and Reporting

The screenshot shows the California Department of Education website. At the top left is the logo with the text "California DEPARTMENT OF EDUCATION". To the right is a search bar with the text "search this site" and a "Search" button. Below the logo is a navigation menu with items: "Teaching & Learning", "Testing & Accountability", "Finance & Grants", "Data & Statistics", "Specialized Programs", "Learning Support", and "Professional Learning". Below the navigation menu is a breadcrumb trail: "Home / Specialized Programs / Adult Education / Federal Grants Administration". The main heading is "Data Collection, Training, and Reporting" in a blue box. Below it is a paragraph: "The Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) 2023–24 grant recipients must complete the documentation listed on this web page." Below this is a section titled "Data Accountability and Implementation Training" with a paragraph: "At least one representative from each funded agency must complete the National Reporting System (NRS) for Adult Education California Accountability Training and the Comprehensive Adult Student Assessment Systems (CASAS) Implementation Training by January 31, 2024. The California Department of Education (CDE) encourages local agencies to adopt a team approach for training and continuous improvement in managing data outcomes. For more information about training sessions and registration please access [California Adult Education - Training](#)." Below this is a section titled "Data Collection" with a list of 7 numbered items. On the right side, there is a "Share this Page" section with icons for email, Twitter, Facebook, LinkedIn, and a link icon. Below that is a "Trending in Adult Education" section with links for "Adult Education", "School and Student Information", "Adult Education", "State Funding", and "Federal Grants Administration", and a "More Trending Items" link.

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### Data Collection, Training, and Reporting

The Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) 2023–24 grant recipients must complete the documentation listed on this web page.






#### Data Accountability and Implementation Training

At least one representative from each funded agency must complete the National Reporting System (NRS) for Adult Education California Accountability Training and the Comprehensive Adult Student Assessment Systems (CASAS) Implementation Training by January 31, 2024. The California Department of Education (CDE) encourages local agencies to adopt a team approach for training and continuous improvement in managing data outcomes. For more information about training sessions and registration please access [California Adult Education - Training](#).

#### Data Collection

1. Collect data on all AEFLA adult learners between July 1, 2023, and June 30, 2024.
2. Complete enrollment information for each adult learner in any of the WIOA, Title II: AEFLA funded instructional programs as soon as the learner enters the class.
3. Complete updates for all adult learners who have 12 or more hours of instruction.
4. Record instructional hours for all adult learners in TOPSpro® Enterprise (TE) at a minimum of once a month.
5. Administer a CASAS pretest and post-test to all WIOA, Title II: AEFLA adult learners.
6. Manually enter, scan, or transfer records into TE software. These records must be completed each quarter, and each quarterly data submission must be as complete and accurate as possible.
7. Record learner's email and cell phone number in TE software for the Core Performance Employment and Earnings quarterly survey.

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# Data and Accountability (5)

## Statewide: California Assessment Policy Guidelines

- Click on the URL below to access the document
- [https://www.casas.org/docs/default-source/caacct/attachment-a-california-assessment-policy-guidelines.pdf?sfvrsn=2e4a11c3\\_32?Status=Master](https://www.casas.org/docs/default-source/caacct/attachment-a-california-assessment-policy-guidelines.pdf?sfvrsn=2e4a11c3_32?Status=Master)

# Data and Accountability (6)

## Local Assessment Policy Guidelines

- [Local Assessment Policy Template](#) (PDF)
- Update this document on an annual basis
- [Remote Testing](#) (if applicable)
- A Signature and Date Reviewed with your staff is required on a annual basis



# End of Year Data Submission (1)

## End-of-Year Data Submission Notification

- Guidelines for submitting end-of-year Workforce Innovation and Opportunity Act, Title II (WIOA, Title II) data
- <https://www.cde.ca.gov/sp/ae/fg/wioa21eoyinfo.asp>
- All data must be submitted **on or before July 15**, each year

# End of Year Data Submission (2)

## Step by Step Instructions for TOPSpro® Enterprise (TE) Submission Instructions

The screenshot shows a web browser window with the URL [cde.ca.gov/sp/ae/fg/wioa21eoyinst.asp](http://cde.ca.gov/sp/ae/fg/wioa21eoyinst.asp). The page header includes the California Department of Education logo and a navigation menu with categories like Teaching & Learning, Testing & Accountability, Finance & Grants, Data & Statistics, Specialized Programs, Learning Support, and Professional Learning. The main content area is titled "End-of-Year Data Submission Instructions" and provides step-by-step guidance for submitting data in TOPSpro Enterprise. The instructions are divided into two main steps: completing personnel information and completing the fourth quarter employment and earnings survey. A right-hand sidebar contains social media sharing options and trending links related to adult education.

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### End-of-Year Data Submission Instructions

Step-by-Step instructions for submitting data in TOPSpro® Enterprise.

**All California Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) sections 225, 231, and Integrated English Literacy and Civics Education (IELCE) Section 243 funded agencies must submit data and other information to the Comprehensive Adult Student Assessment Systems (CASAS) by July 15, 2022. All deliverables must be received by CASAS on or before this date.**

To remain in good standing with state and federal requirements of the WIOA, Title II: AEFLA grant, all agencies must complete steps one through five below:

**STEP 1: Complete the Adult Education Personnel Information Before Submitting Data**

1. In the TOPSpro® Enterprise software, under the **Organization** menu, click **Agencies**.
2. Open the record for your agency.
3. On the Navigator bar, click **Program Years**.
4. Open the record for the current (7/1/2021–6/30/2022) **Program Year**.
5. Under the **Program Year** record, enter information for **Adult Education Personnel**. Enter the number of adult education personnel in your WIOA, Title II and/or EL Civics programs for each category.
6. Under the **Program Year** record, enter information for **Teachers' Years of Experience in Adult Education**. Enter the number of teachers that corresponds to each of the three years of experience categories.
7. Under the **Program Year** record, enter information for **Teacher Certification**. Enter the number of teachers that meets the criteria for the five certification categories.
8. Click Save.

**STEP 2: Complete the Fourth Quarter Employment and Earnings Survey Before Submitting Data**

1. In the TOPSpro® Enterprise software, under the **Tools** menu, click **Core Performance Wizard**.

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# End of Year Data Submission (3)

## Trouble Shooting

## Submitting Complete and Accurate Data

The screenshot shows a web browser window displaying the California Department of Education website. The URL in the address bar is [cde.ca.gov/sp/ae/fg/wioa21eoycomp.asp](http://cde.ca.gov/sp/ae/fg/wioa21eoycomp.asp). The page features the CDE logo and a navigation menu with categories like Teaching & Learning, Testing & Accountability, Finance & Grants, Data & Statistics, Specialized Programs, Learning Support, and Professional Learning. The main heading is "Submitting Complete and Accurate Data" with a sub-heading "List of reports for discovering problems and repairing records." The page contains a paragraph of introductory text, a section for "Critical Reports for Identifying Problems and Repairing Records:" followed by four numbered items: 1. Data Integrity Detail, 2. Data Integrity, 3. Payment Points Summary Audit, and 4. Payment Points Data Flags. On the right side, there are sections for "Share this Page" with social media icons, "Trending in Adult Education" with several links, and "Recently Posted in Adult Education".

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### Submitting Complete and Accurate Data

List of reports for discovering problems and repairing records.

Before submitting your agency's end-of-year TOPSpro® Enterprise data, you must review the data to identify any potential problems. The reports listed below are designed to guide you in the process of submitting complete and accurate data.

Critical Reports for Identifying Problems and Repairing Records:

- 1. Data Integrity Detail**  
On the **Reports** menu, point to **Data Management** and select **NRS Data Integrity Detail**. This report lists data issues by student name and displays these lists by class.
- 2. Data Integrity**  
On the **Reports** menu, point to **Data Management** and select **NRS Data Integrity**. This report provides more comprehensive information and displays by item number rather than by student name.
- 3. Payment Points Summary Audit**  
On the **Reports** menu, point to **State Reports-California**, and select **Payment Points**. Under **Report Selection**, choose **Payment Points Summary Audit**. This report lists totals by drop reason with the ability to drill down to obtain specific lists of students for each drop reason. This report helps agencies complete missing data or understand why a student may not have generated a payment point.
- 4. Payment Points Data Flags**  
On the **Reports** menu, point to **State Reports-California**, and select **Payment Points**. Under **Report Selection**, choose **Payment Points Data Flags**. This report lists critical items missing in the student data that may be required for attaining a specific payment point outcome.

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# Data Privacy: Securing Personally Identifiable Information and Records

1. [Bulletin AEFLA 17-01 Data Privacy Guidelines and Procedures](#)
2. [Voluntary Authorization to Share Personally Identifiable Information and Records Form](#)
3. [Voluntary Authorization to Share Personally Identifiable Information and Records Form – Translations](#)
4. [Data Privacy Frequently Asked Questions \(FAQs\)](#)

# Securing Personally Identifiable Information and Records (1)

## Bulletin AEFLA 17-01 Data Privacy Guidelines and Procedures

The screenshot shows a web browser window with the URL <https://www.cde.ca.gov/sp/ae/ga/mb17-01.asp>. The page header includes the California Department of Education logo and a search bar. A navigation menu contains links for Teaching & Learning, Testing & Accountability, Finance & Grants, Data & Statistics, Specialized Programs, Learning Support, and Professional Learning. The breadcrumb trail reads: Home / Specialized Programs / Adult Education / Governance & Accountability.

### Management Bulletin 17-01

This bulletin provides guidance about collecting social security numbers and obtaining written consent to share information for the Workforce Innovation and Opportunity Act (WIOA) implementation while protecting and safeguarding personal information.

**Career and College Transition Division**

**Subject:** Guidance about collecting social security numbers and obtaining informed consent for the WIOA, Title II: Adult Education and Family Literacy Act (AEFLA) Grantees

**Number:** AEFLA 2017-01

**Date:** June 30, 2017

**Authority:**

- Family Educational Rights and Privacy Act (FERPA)
- 20 United States Code Section 1232g FERPA Regulations – 34 Code of Federal Regulations (CFR) Part 99
- Protection of Pupil Rights Amendment – 20 U.S.C. § 1232h
- California Public Records Act – *California Government Code* §§ 6250 – 6270
- California Information Practices Act – *California Civil Code* §§ 1798-1798.1

**Attention:** Superintendents and Administrators, WIOA, Title II: AEFLA Grantees

**Purpose**

This Management Bulletin provides guidance about collecting social security numbers and obtaining written consent to share information for the WIOA, Title II: AEFLA implementation, while protecting and safeguarding

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# Securing Personally Identifiable Information and Records (2)

## Voluntary Authorization to Share Personally Identifiable Information and Records Form

### **Voluntary Authorization to Share Personally Identifiable Information and Records Form**

#### **PURPOSE OF THIS FORM**

The purpose of this form is to facilitate compliance with the Workforce Innovation and Opportunity Act (WIOA) (Public Law No. 113–128) signed by President Obama in 2014, the Family Educational Rights and Privacy Act (FERPA) (*20 United States Code § 1232g; 34 Code of Federal Regulations Part 99*) and California *Unemployment Insurance Code* Section 14013. This form: (i) allows the California Department of Education (CDE) to collect your social security number (SSN) so that accurate participation in adult education programs can be represented in reports; and (ii) provides your written consent for the CDE to share your personal information with the Employment Development Department (EDD). EDD is the state agency responsible for maintaining personally identifiable information, and shall keep all information confidential it receives from the CDE for use only to track the labor market outcomes of adult education program participants in compliance with all applicable state and federal laws and mandates, including all performance reporting requirements under the WIOA, Title II: Adult Education and Family Literacy Act (AEFLA).

# Securing Personally Identifiable Information and Records (3)

## Templates: Voluntary Authorization to Share Personally Identifiable Information and Records Form – Translations

//inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=10265-10278 A

Change Text Size: [A](#) [A](#) [A](#)



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### Clearinghouse for Multilingual Documents (CMD)

[Instructions for using the CMD System](#)

#### Available Translations

#### Important Note

As a form of assistance to local educational agencies (LEAs), the California Department of Education (CDE) offers, free of charge, the translations listed below. CMD translations may be downloaded by schools, districts, and county offices; customized to meet local needs; edited to remove CMD document information; and then disseminated to parents. The CDE recommends that LEAs first confer with local translators, however, to determine any need for modifications, as there can be many variations in translation.

It is inappropriate to guide parents to CMD translations via direct hyperlinks to the CMD Web site because the translations commonly require additions and modifications by the agency using the translation.

#### Data Privacy Form Translations

Form for voluntary authorization to share personally identifiable information.

- [Arabic - Data Privacy Form Translations](#)
- [Armenian \(Eastern\) - Data Privacy Form Translations](#)
- [Cantonese - Data Privacy Form Translations](#)
- [Farsi \(Persian\) - Data Privacy Form Translations](#)
- [Hmong - Data Privacy Form Translations](#)
- [Japanese - Data Privacy Form Translations](#)
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# Securing Personally Identifiable Information and Records (4)

## Frequently Asked Questions (FAQs)

ov/sp/ae/ga/documents/dataprivfaqs2017.asp

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### Data Privacy FAQs

Responses to questions regarding data privacy and the Student Consent Form.

#### Frequently Asked Questions

The Frequently Asked Questions (FAQs) below are based on inquiries to the Adult Education Office regarding student records and data privacy related to the Family Educational Rights and Privacy Act (FERPA) and the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) Program.

- 1. Is it now a requirement for agencies to ask students for their social security numbers (SSNs)? Could we proceed without collecting SSNs?**

Agencies are required to provide each student an opportunity to voluntarily disclose SSNs. This is achieved by providing students with the Voluntary Authorization to Share Personally Identifiable Information and Records Form (Consent Form).
- 2. Are students required to complete the Voluntary Authorization to Share Personally Identifiable Information and Records Form (Consent Form)?**
  - Students can choose to provide their SSNs by checking the "I consent" box and signing the form.
  - Students can also choose not to provide their SSNs by checking the "I do not consent" box and signing the form.

**Note: Grantees must document all responses in the Entry Record**
- 3. Can a student decline to provide a SSN and also decline to fill out the Consent Form?**

Yes; however, grantees are still required to document the student's response in the Entry Record.
- 4. Will the Voluntary Authorization to Share Personally Identifiable Information and Records Form be available in other languages?**

Yes, the form will be available in eight other languages: Spanish, Mandarin, Cantonese, Vietnamese, Arabic, East Armenian, Hmong, and Russian.
- 5. How should grantees proceed in the event that they are directed by local policy to not collect SSNs?**

Grantees are advised to record "no" in the Entry Record.
- 6. Does it impact our payment points if a student elects not to provide a SSN?**

No; however, it can affect the grantee's ability to demonstrate that program offerings result in successful employment outcomes, which could also impact California's ability to meet federal goals.
- 7. What are the procedures for storing and retaining Consent Forms?**

As with other student-sensitive information, Consent Forms should be stored in a secured area and retained for a period of three years from the date of submission of the final expenditure claim report (2 CFR §200.333).

See additional information regarding [Student Privacy Frequently Asked Questions](#)

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[WIOA, Title II: AEFLA Grant Information 2023-24](#) (added 01-Aug-2022)

The 2023–24 application and funding information for the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) grant.



# Data Monitoring, Reporting and Training (1)

## Data Integrity Report (DIR)

### Data Monitoring - Action Items

- Program Entry and Update Record
  - Attendance must be updated monthly (Mandatory Requirement)
  - Core Employment and Earnings Follow-up Survey every quarter (Mandatory Requirement)
  - Send emails and Text Survey

# Data Monitoring, Reporting and Training (2)

## Data Monitoring - Action Items

- Continuous Improvement Plan must be completed on or before April 30 of each year.
- Must select at least one on or before October 1: Civic Objective and Additional Assessments (COAAPs).
  - Applies to agencies funded for English Literacy and Civics Education (ELCE) and Integrated ELCE .

# Data Monitoring, Reporting and Training (3)

## Two Trainings Required: Action Items

- Ensure each year that one or more employees have completed these training items on or before January 31 of each year:
  1. Complete one California Accountability Training course
  2. Complete one Comprehensive Adult Student Assessment System Implementation Training course
- Register here: <https://www.caadulthoodtraining.org/>

# Questions ?

## Segway to CASAS and Technical Assistance Resources

1. CASAS trainings [training@casas.org](mailto:training@casas.org)
2. California Accountability [capm@casas.org](mailto:capm@casas.org)
3. Shipping and payment questions: [orders@casas.org](mailto:orders@casas.org)
4. Technical Support [techsupport@casas.org](mailto:techsupport@casas.org)  
or 1-800-255-1036

