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

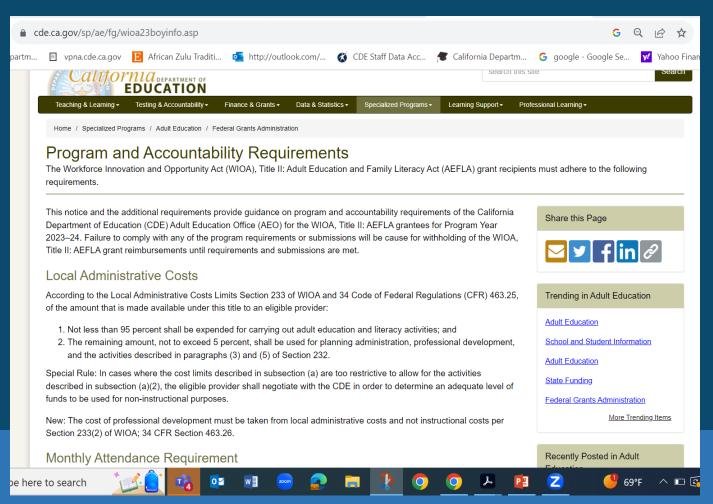
At the end of this presentation, you should have a clear understanding of:

- 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



# Data and Accountability (2)

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

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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.

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Data Integrity Report

# Data and Accountability (4) Data Collection, Training, and Reporting

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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 documentation listed on this web page.	grant recipients must complete the
Data Accountability and Implementation Training	Share this Page
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 <u>California Adult Education - Training</u> .	
Data Collection	Trending in Adult Education
1. Collect data on all AEFLA adult learners between July 1, 2023, and June 30, 2024.	Adult Education
<ol><li>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.</li></ol>	School and Student Information
3. Complete updates for all adult learners who have 12 or more hours of instruction.	Adult Education
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.	State Funding
6. Manually enter, scan, or transfer records into TE software. These records must be completed each quarter, and each	Federal Grants Administration
quarterly data submission must be as complete and accurate as possible.	More Trending Items
<ol><li>Record learner's email and cell phone number in TE software for the Core Performance Employment and Earnings quarterly survey.</li></ol>	

# Data and Accountability (5)

Statewide: California Assessment Policy Guidelines

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

# Data and Accountability (6)

## Local Assessment Policy Guidelines

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

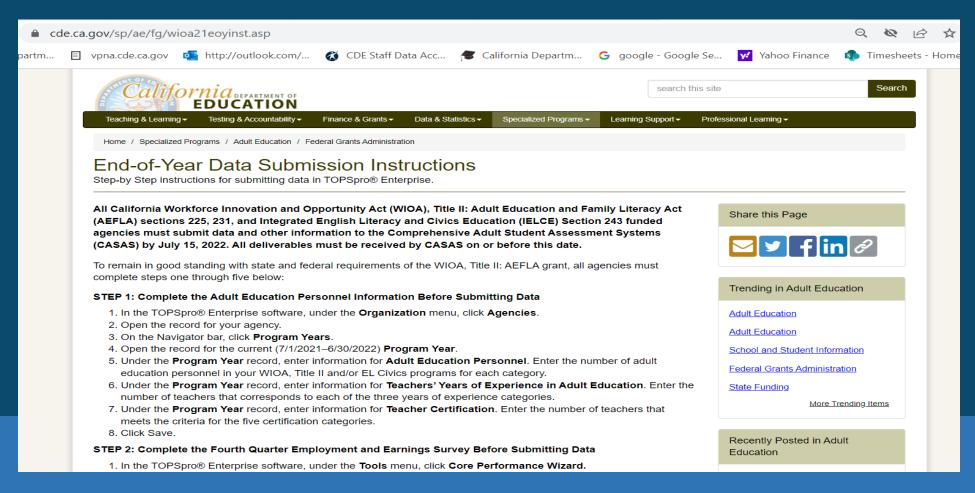
# End of Year Data Submission (1)

## End-of-Year Data Submission Notification

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

# End of Year Data Submission (2)

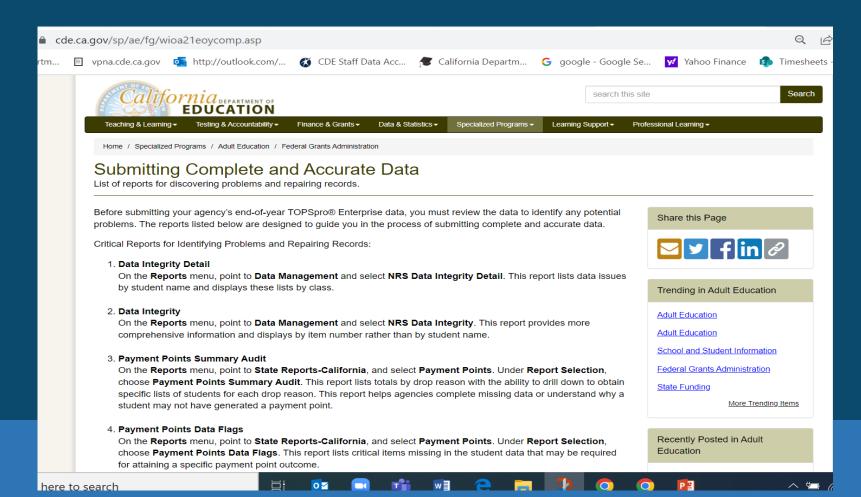
## Step by Step Instructions for TOPSpro<sup>®</sup> Enterprise (TE) <u>Submission Instructions</u>



# End of Year Data Submission (3)

#### **Trouble Shooting**

## Submitting Complete and Accurate Data



# Data Privacy: Securing Personally Identifiable Information and Records

- 1. Bulletin AEFLA 17-01 Data Privacy Guidelines and Procedures
- 2. <u>Voluntary Authorization to Share Personally Identifiable Information</u> and Records Form
- 3. <u>Voluntary Authorization to Share Personally Identifiable Information</u> 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

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	Management Bulletin 17-01 This bulletin provides guidance about collecting social security numbers and obtaining written consent to share information Opportunity Act (WIOA) implementation while protecting and safeguarding personal information.	for the Workf	orce Inr	novatio	n and			
	Career and College Transition Division	Share	e this Pa	ane				
	Subject: Guidance about collecting social security numbers and obtaining informed consent for the WIOA, Title II: Adult Education and Family Literacy Act (AEFLA) Grantees				in	A		
	Number: AEFLA 2017-01							
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	20 United States Code Section 1232g FERPA Regulations – 34 Code of Federal Regulations (CFR) Part 99	Adult I	Educatio	<u>n</u>				
	Protection of Pupil Rights Amendment – 20 U.S.C. § 1232h California Public Records Act – <i>California Government Code</i> §§ 6250 – 6270	Schoo	l and Stu	udent In	formati	on		
	California Information Practices Act – California Civil Code §§ 1798-1798.1	Federa	al Grants	Admin	istratior	נ		
	Attention: Superintendents and Administrators, WIOA, Title II: AEFLA Grantees	State	Funding					
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	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		ntly Pos	sted in	Adult			

## 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

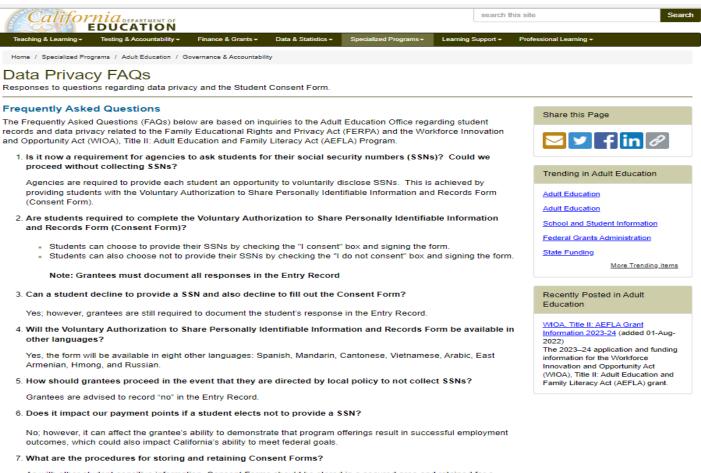


Vietnamese - Data Privacy Form Translations

## Securing Personally Identifiable Information and Records (4)

#### Frequently Asked Questions (FAQs)

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



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 17

# 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)
    - <u>Core Employment and Earnings Follow-up Survey</u> 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: <u>https://www.caadultedtraining.org/</u>

# Questions ?

## Segway to CASAS and Technical Assistance Resources

- 1. CASAS trainings training@casas.org
- 2. California Accountability capm@casas.org
- 3. Shipping and payment questions: orders@casas.org
- 4. Technical Support <u>techsupport@casas.org</u> or 1-800-255-1036

