State Leadership Project:

Comprehensive Adult Student Assessment Network (CASAS)

California WIOA, Title II

2023–24

At the end of this session, participants will be able to:

- Describe NRS requirements
- Identify the CA funding sources, data submission timeline and deliverables
- Implement basic data collection requirements
- Implement appropriate pre- and post-testing
- Identify payment points outcomes
- Designate special programs and focus areas
- Locate resources and technical assistance

- The National Reporting System (NRS) is the accountability system that provides a means of regular evaluation for federally funded WIOA, Title II adult education programs.

- In June 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA), and President Obama signed it into law in July 2014.

- June 2016 the U.S. DOL and U.S. DOE released final WIOA guidelines, and the NRS released the new updated Federal Tables

- Federal Tables display data in format required by U.S. Department of Education.

- WIOA Title I: Adult, Dislocated Worker, and Youth

- WIOA Title II: Adult Education and Literacy (AEFLA)

- WIOA Title III: Wagner-Peyser/One-stops

- WIOA Title IV: Vocational Rehabilitation

The Four Titles of WIOA Each Authorize Different Programs:

TITLE I Helps jobseekers with career counseling, job search assistance, and job training.

TITLE II Helps adults who lack basic skills. Services assist with improving reading, writing, math, and English proficiency; attaining a high school diploma or equivalent; and transition to employment or postsecondary education/training.

TITLE III Helps jobseekers, including those getting unemployment benefits. Services assist jobseekers in finding work and help employers with recruiting.

TITLE IV Helps individuals with disabilities maximize their employability, independence, and integration into the workplace and society. Programs offer comprehensive and individualized services including vocational rehabilitation, occupational training, and assistive technologies.

					First Period of Participation					
Entering Educational Functioning Level (A)	Number of Participants (B)	Total Number of Participants Excluded from MSG Performance (C)	Total Attendance Hours for all participants (D)	Number who achieved at least one educational functioning level gain (E)	Number who attained a secondary school diploma or its equivalent (F)	Number of IET or workplace literacy participants who achieved an MSG other than EFL gain and secondary school diploma (G)	Number Separated Before Achieving Measurable Skill Gains (H)	Number Remaining in Program without Measurable Skill Gains (I)	Percentage Achieving Measurable Skill Gains (J)
ABE Level 1	3	0	468	0	0	0	1	2	0.00
ABE Level 2	6	0	655	0	0	0	2	4	0.00
ABE Level 3	7	0	557	0	0	0	2	5	0.00
ABE Level 4	26	0	2,822	8	4	0	4	10	46.15
ABE Level 5	420	0	25,414	76	42	0	78	224	28.10
ABE Level 6	40	0	3,238	2	9	0	13	16	27.50
ABE Total	**502**	**0**	**33,154**	**86**	**55**	**0**	**100**	**261**	**28.09**
ESL Level 1	49	0	3,605	35	0	0	10	4	71.43
ESL Level 2	114	0	8,296	76	0	0	21	17	66.67
ESL Level 3	278	0	20,312	170	1	0	47	60	61.51
ESL Level 4	559	0	44,774	305	3	0	96	155	55.10
ESL Level 5	542	0	52,302	302	4	0	89	147	56.46
ESL Level 6	576	0	55,088	190	9	1	147	229	34.72
ESL Total	**2,118**	**0**	**184,377**	**1,078**	**17**	**1**	**410**	**612**	**51.75**
Grand Total	**2,620**	**0**	**217,531**	**1,164**	**72**	**1**	**510**	**873**	**47.21**

Table 4 reports Measurable Skills Gains (MSGs) =

MSG's
Columns E   F   G

Percentage =
$E + F + G / B$

Table 5
Core Follow-up Outcome Achievement

Core Follow-up Outcome Measures	Number of Participants who Exited	Number of Participants who Exited Achieving Outcome or Median Earnings Value	Percent Achieving Outcome	Periods of Participation		
				Total Periods of Participation	Number of Periods of Participation Achieving Outcome or Median Earnings Value	Percent of Periods of Participation Achieving Outcome
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Employment Second Quarter after exit *						
Employment Fourth Quarter after exit *						
Median Earnings Second Quarter after exit **			N/A			N/A
Attained a Secondary School Diploma/Recognized Equivalent and Enrolled in Postsecondary Education or Training within one year of exit ***						
Attained a Secondary School Diploma/Recognized Equivalent and Employed within one year of exit ***						
Attained a Postsecondary Credential while enrolled or within one year of exit ****						

Outcomes on Table 5:
- Employment after 2Q
- Employment after 4Q

TE Employment & Earnings Survey + EDD data match

- Median Earnings

EDD data match

- HSE/HSD then Employment 4Q
- HSE/HSD Enter Post-Secondary 4Q
- Complete Post-Secondary

CCCCO data match

Office of Career, Technical, and Adult Education

- Provides funds to states for adult education and literacy programs.
- Administers and coordinates programs related to adult education, literacy, and career and technical education.

National Reporting System

- A reporting system for federally funded adult education programs developed by the US Department of Education

California Department of Education Adult Education Division

- Monitors WIOA, Title II funded agencies
- Provides information and resources to agencies to maintain quality programs

CASAS

- Helps agencies meet state and federal requirements
- Provides training to funded agencies related to assessment and accountability standards

- Quarterly TOPSpro Enterprise (TE) data submission
  - **Updated** TOPSpro Enterprise data and Data Integrity Report *via Quarterly Data Submission Wizard*
- End of Year Data Submission
  - **Updated** TOPSpro Enterprise backup and Data Integrity Report *via Quarterly Data Submission Wizard*
  - Include Certification Letter + Payment Points Summary
  - AE Personnel Wizard/Personnel Data
- Employment and Earnings Follow up Survey Requirements
  - Survey for follow-up on employment and wage outcomes each quarter using NRS Core Performance Wizard in TE

WIOA, Title II Data Collection Timeline

Deliverable Submission	Date Due
1st Quarter Data Submission • Employment/Earnings Follow-up • EL Civics COAAPs	**October 31, 2023**
2nd Qtr Data Submission • Employment/Earnings Follow-up • CDE Training Deadline	**January 31, 2024**
3rd Quarter Data Submission • Employment/Earnings Follow-up • Cont. Improvement Plan (CIP)	**April 30, 2024**
Year End Data Submission • Employment/Earnings Follow-up • AE Personnel Tables	**July 15, 2024**

- WIOA, Title 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*:**

https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions_sept2020.pdf?sfvrsn=885325a_2?Status=Master

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

https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/ca-follow-up-survey

Dates	Task	Reference/Notes
October	Save Exit Population for PY 19-20 Qtr. 4	See "Step 2" below
October - November	Send a Survey Invite to all PY 19-20 Qtr. 4 Exiters	See "Step 3A" below.
October - November	Send a Survey Invite to all PY 19-20 Qtr. 2 Exiters	See "Step 3B" below.
November - December	Send Follow-Up Survey Invites to all non-responders	See "Step 5" below.
December	After three attempts, contact non-responders via phone, postcard, etc.	See "Step 5" below.
January	Grace period for sending invites and receiving responses.	You can continue entering survey responses after the grace period, but you cannot send survey invitations

OCTAE Goals for California

- OCTAE has established follow up performance goals for WIOA II agencies in California:
  - 45% Social Security Number
    - Or
  - 60% Student Response Rate on Employment & Earnings Survey

New in PY 2023-24 for California Agencies

- Taxpayer ID (ITIN) may be used for data matching for students that may not be able to provide Social Security number.

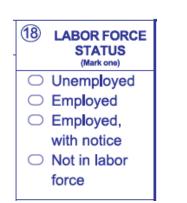- ITIN is a nine digit number that uses that same format as SSN xxx-xx-xxxx and begins with the number 9

- End of Year submission deadline continues to be **July 15th.**

- The End of Year deadline for CAEP reporting will also be **July 15, 2024.**

- Statewide aggregation of data will begin on **August 1st**. After that time no revised data submissions will be accepted.

CASAS

Entry Records

TOPS
Tracking Of Programs and Students
Entry Record

For Each WIOA, Title II Learner:

- Record enrollment in an WIOA, Title II funded program

- Collect Date of Birth, Gender, Race, and Ethnicity

- Assist the learner in selecting highest year of school, highest degree, barriers to employment, and labor force status

⑱ **LABOR FORCE STATUS**
(Mark one)
- ○ Unemployed
- ○ Employed
- ○ Employed, with notice
- ○ Not in labor force

⑥ HIGHEST YEAR OF SCHOOL COMPLETED
⑦ HIGHEST DIPLOMA OR DEGREE EARNED (Mark one)
- ○ None
- ○ HSE Certificate
- ○ High School Diploma
- ○ Technical/Certificate
- ○ Some college, no degree
- ○ A.A. / A.S. Degree
- ○ 4 yr. College Graduate
- ○ Graduate Studies
- ○ Other

○ Majority of my schooling was outside of U.S. I earned the above outside of U.S.

⑭ **EMPLOYMENT BARRIERS**
(Mark all that apply or leave blank)
- ○ Cultural Barriers
- ○ Disabled
- ○ Displaced Homemaker
- ○ English Language Learner
- ○ Ex-Offender
- ○ Foster Care Youth
- ○ Homeless
- ○ Long-term Unemployed
- ○ Low Income
- ○ Low Levels of Literacy
- ○ Migrant Farmworker
- ○ Seasonal Farmworker
- ○ Single Parent
- ○ No TANF within 2 yrs

CASAS

TOPS
Tracking Of Programs and Students
Entry Record

Entry Records

For Each WIOA, Title II Learner:

- Documenting primary and secondary goals is required for all CA WIOA, Title II learners.

⑫ **Attainable Goal Within Program Year**
(Mark one in each column)

1	2	(1=Primary, 2=Secondary)
○	○	Improve basic skills
○	○	Improve English skills
○	○	H.S. Diploma / HSE
○	○	Get a job
○	○	Retain job
○	○	Get a better job
○	○	Enter college or training
○	○	Work-based project
○	○	Family goal
○	○	U.S. Citizenship
○	○	Military
○	○	Personal goal
	○	None
○	○	Other

TOPS
Tracking Of Programs and Students
Update Record

Update Records

- Outcomes must be completed after a substantial block of instruction or at the end of the instructional period (semester, trimester, quarter, term)

- For attendance hours:

  - Complete Update Record at least once a month

  - Record all learner attendance hours in TE Attendance module (in TE Class Instance Record)

  - Import attendance hours from third party system at least once per month.

Update Records

- Outcomes must be completed after a substantial block of instruction or at the end of the instructional period (semester, trimester, quarter, term)

- Outcomes (field 9) now more important than ever!

Highlights of 2023–24 CDE Assessment Policy

- Lists appropriate CASAS assessment instruments authorized for use for WIOA II accountability reporting

- Details policies for appropriate test administration, scoring, and use of test results

- Includes instructions for appraisal use, hours between pre-/post-testing, and distance learning

- Includes Guidelines for Local Assessment

- Authorizes new CASAS GOALS, GOALS 2, and STEPS series for state and federal reporting

Guidelines for Local Assessment

- WIOA, Title II agencies must develop and implement a Local Agency Assessment Policy, and update it annually.

- Local agencies may develop their own assessment policy guidelines, and are encouraged to develop policies that emphasize local priorities

- At a minimum, the local policy must include all CDE assessment policy guidelines and those included in the Local Assessment template.

- CDE will review local policy and implementation during program monitoring.

CASAS Level	Form Number	Number of Test Items	Test Time*	Scale score ranges**
Appraisal	619R	28	30 minutes	
Locator	620R	14	15 minutes	
A	Forms 621R - 622R	33	30 minutes	160 - 196
B	Forms 623R - 624R	36	50 minutes	184 - 206
C	Forms 625R - 626R	36	75 minutes	197 - 216
D	Forms 627R - 628R	36	75 minutes	207 - 227
E	Forms 629R - 630R	36	75 minutes	217 - 251

STEPS = Student Test of English Progress and Success

https://www.casas.org/product-overviews/assessments/reading-steps

CASAS Listening STEPS – Test Specifics

CASAS Level	Form Number	Number of Test Items	Test Time*	Scale score ranges**
Appraisal	619L	28	30 minutes	
Locator	620L	14	15 minutes	
A	Forms 621L - 622L	33	28 minutes	158 - 191
B	Forms 623L - 624L	36	45 minutes	182 - 201
C	Forms 625L - 626L	39	52 minutes	192 - 211
D	Forms 627L - 628L	39	56 minutes	202 - 221
E	Forms 629L - 630L	39	38 minutes	212 - 235

STEPS = Student Test of English Progress and Success

https://www.casas.org/product-overviews/assessments/listening-steps

CASAS Math GOALS 2 – Test Specifics

CASAS Level	Form Number	Number of Test Items	Test Time*	Scale score ranges**
Appraisal	919M	28	30 minutes	
Locator	920M	14	15 minutes	
A	Forms 921M - 922M	33	50 minutes	171 - 203
B	Forms 923M - 924M	36	65 minutes	193 - 213
C	Forms 925M - 926M	36	75 minutes	204 - 224
D	Forms 927M - 928M	36	75 minutes	214 - 235
E	Forms 929M - 930M	36	90 minutes	225 - 255

GOALS = Greater Opportunities for Adult Learning Success

https://www.casas.org/product-overviews/assessments/math-goals-2

Authorized for NRS

ABE and ASE only:

- CASAS GOALS Reading and Math GOALS2

ESL only:

- STEPS Listening and Reading

- Life and Work Listening and Reading

- Secondary Level Assessment (SLA):

  - Language Arts 513-14

POWER, AA-AAAAA not authorized for NRS, but are authorized for CA payment points
Life and Work & SLA are authorized for 23–24 but not 24–25

Benchmarks

- NRS Federal Table 4 – Complete a Level (Column E)
- NRS Federal Table 4 – **HSE/HS Diploma (Column F)**

SODs

- **Civic Participation**: Pass up to three EL Civics Additional Assessments (COAAPs).

- **Citizenship Preparation**: Pass the CASAS Citizenship Interview Test, and/or Government & History for Citizenship Test.

- **243 Integrated EL Civics**: Pass up to three EL Civics Additional Assessments (COAAPs)

IET Outcomes

- **243 Integrated EL Civics**: Pass up to three EL Civics Additional Assessments (COAAPs) for learners co-enrolled in Integrated Education and Training (IET).

- **December 15, 2023**

- Allows WIOA, Title II agencies to once again verify their payment points totals, with particular emphasis on HSE and HS diploma.

- Verify students that did/did not make it through the CDE HSE data match.

- Compare HS diploma earners in districts that have not completed their list by August 1.

- Entry Record for each EL Civics focus area a student attends — must be for an EL Civics designated class

- Update Record— follow the same guidelines as ESL

- CASAS pre- and post-tests—use reading or listening tests

- EL Civics students must have instructional program of ESL.

California
English Literacy
and Civics Education

Civic Participation

- Pass one or more CDE-approved Additional Assessments (COAAPs)

- One learner may earn payment points for passing up to three COAAPs in a program year

- Completion of Entry, Update, Pretest, and Post-test

Citizenship Preparation

- Pass Citizenship Interview Test (Score = 206 or above

- Pass Government and History for Citizenship Test (Score = 206 or above)

- Also requires presence of Entry, Update, Pretest, Post-test

243 Integrated EL Civics (IELCE)

- Pass one or more CDE-approved Additional Assessments (COAAPs) specified for IELCE

- Learner may earn payment points for passing up to three COAAPs in a program year

- Completion of Entry, Update, Pretest, and Post-test

- ➲ Designate the correct WIOA, Title II instructional program(s) for each assigned class.

- ➲ Designate the appropriate focus area for each EL Civics class in the TE Class Instance Record.

Focus Area:	N/A ▼
	N/A
	231 EL Civics - Civic Participation
	231 EL Civics - Citizenship Preparation
	243 Integrated El Civics Education (IELCE)

For **243 IELCE classes** that include Integrated Education and Training, mark "Integrated Education & Training" under Special Programs.

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

- https://www.casas.org/trai... support/casas-peer-communities/california-ad... accountability-and-assess... and-networking/networkin...

Training & Support
Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.

Home > Training and Support > CASAS Peer Communities > California Adult Education Accountability and Assessment > Training and Networking > California WIOA, Title II: AEFLA Regional Network

California WIOA, Title II: AEFLA Regional Network Meeting Presentations

CASAS Handbooks for Teachers in California

California WIOA, Title II: AEFLA Regional Network Meeting Presentations

In collaboration with the California Department of Education, CASAS program specialists for California give a presentation at monthly AEFLA/WIOA, Title II Mini Training/Network Meetings. Listed are presentations for the current year.

Network Meeting Recordings
- Watch the November 2020 Statewide WIOA II Network meeting, click here. Passcode: 1J$&1gNb
- Watch the January 2021 Statewide WIOA II Network meeting, click here. Passcode: MrB1a=YF
- Watch the February 2021 Statewide WIOA II Network meeting, click here. Passcode: N3c0=Fp@
- Watch the April 2021 Statewide WIOA II Network meeting, click here. Passcode: #hMcX2=Y
- Watch the April 9, 2021 Statewide TE Network meeting, click here. Passcode: $E=SR7t*

Network Meeting Presentations
April 2021

File	Type	Size	Download
April 2021 AEFLA Network Meeting	PDF	849.14 KB	Download
Using the CAEP Summary and I-3 Reports in TE - April 9, 2021	PDF	1.13 MB	Download
Reporting in TE for Perkins and CTE Programs - April 9, 2021	PDF	276.81 KB	Download
NRS Ad Hoc Cross Tab Report in TE	PDF	244.92 KB	Download
Statewide DIR Averages April 2021	XLSX	13.17 KB	Download

Prior Network Meeting Presentations

File	Type	Size	Download
March 2021 AEFLA Network Meeting	PDF	1.20 MB	Download

Home > Training and Support > CASAS Peer Communities > California Accountability >

- 2023–24 Data Dictionary for WIOA, Title II and CAEP
- Summary of Changes
- Updated Attachment A CA Assessment Policy

DATA DICTIONARY

TOPSPRO ENTERPRISE RECORD INSTRUCTIONS

The following table indicates the specific data elements required. A check mark (√) indicates the data element must be entered. The letters IR (if required) indicate that a local agency chooses to collect information on a particular data element.

Record Type / Field		WIA 225/231	WIA EL Civics
1a	Student Name / Phone	√	√
1b	Student Address/Email	√	√

Home > Training and Support > CASAS Peer Communities > California Accountability > Ordering Guides

WIOA, Title II agencies can order select CASAS materials free of charge using the 2023–24 Ordering Guide.

2021-22 Ordering Guide
For California
WIOA, Title II Funded Agencies

➢ This ordering guide lists materials that agencies receive free of charge to support the WIOA grant. Items not listed in this guide can be purchased from the CASAS Catalog.

Regional and Statewide Network Meetings

- Virtual Statewide Meetings monthly (usually first Tuesday of the month).

- Virtual Statewide TE Meetings monthly (usually on Friday mornings).

- Regional California network meetings where participants can address more specific concerns and strategies with peers.

- Meetings held face to face and online.

- Register for network meetings at www.casas.org.

CASAS Technical Support:

➢1-800-255-1036

CASAS Fax #:

➢1-858-292-2910

E-mail:

➢ capm@casas.org

➢ techsupport@casas.org

Thanks for your participation!