



Comprehensive Adult Student Assessment Systems

CAEP Core Performance Employment and Earnings Survey

March 2021

Presented by
Nicole Jordan
njordan@casas.org

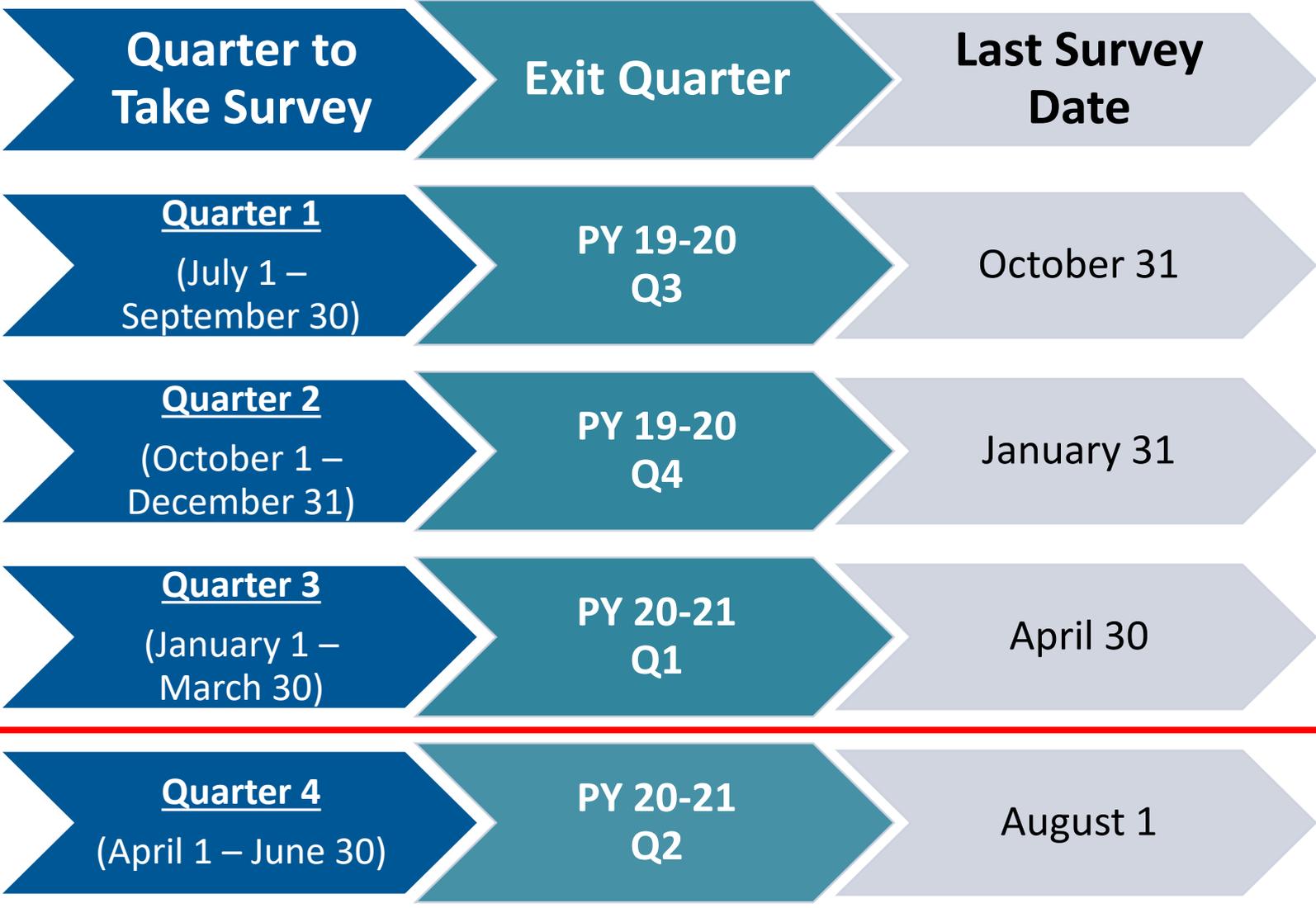
www.casas.org
capm@casas.org

A Quarterly Process

- All CAEP students who do not provide a Social Security Number will need to be sent a Employment and Earnings Survey two quarters after they exit



CAEP Requirements



Tasks to Complete the CAEP Requirement:

- 1) Prepare data
- 2) Save your exit population using the Core Performance Wizard
- 3) Send required surveys

Suggested:

- 4) View and manage current quarter invitations
- 5) Personally contact students who don't respond

Task #1: Prepare the Data

- ❑ Finish entering and cleaning all attendance hours

- ❑ Check for students who are marked “Retained in Program”
 - **Records > Programs > Enrollments**
 - If a student doesn’t come back, they will “exit” at the end of the program year.

- ❑ Run the Core Performance Report as a pre-check
 - Do this first because you can only run the Core Performance Wizard once per quarter.

Task #1: Prepare the Data

- Reports > State Reports > California > Core Performance Population

Common Filters

Program Years Current Program Year 7/1/2020 - 6/30/2021

Output Layout Parameters

Special Options

Quarter: 1 2 3 4

03/16/2021
10:18:57

Agency: 4908 - Rolling Hills Adult School (RHAS)

Exit Quarter: 1

NRS Students

Core Performance Population

Page 1 of 8
NRSCPP

Exit Program Year: 2020-2021

| Student | Gender | Birth Date | Has SSN | Exit PoP | | |
|---------|--------|------------|---------|----------|------------|----------|
| | | | | PoP # | Start Date | End Date |
| | | | | | | |

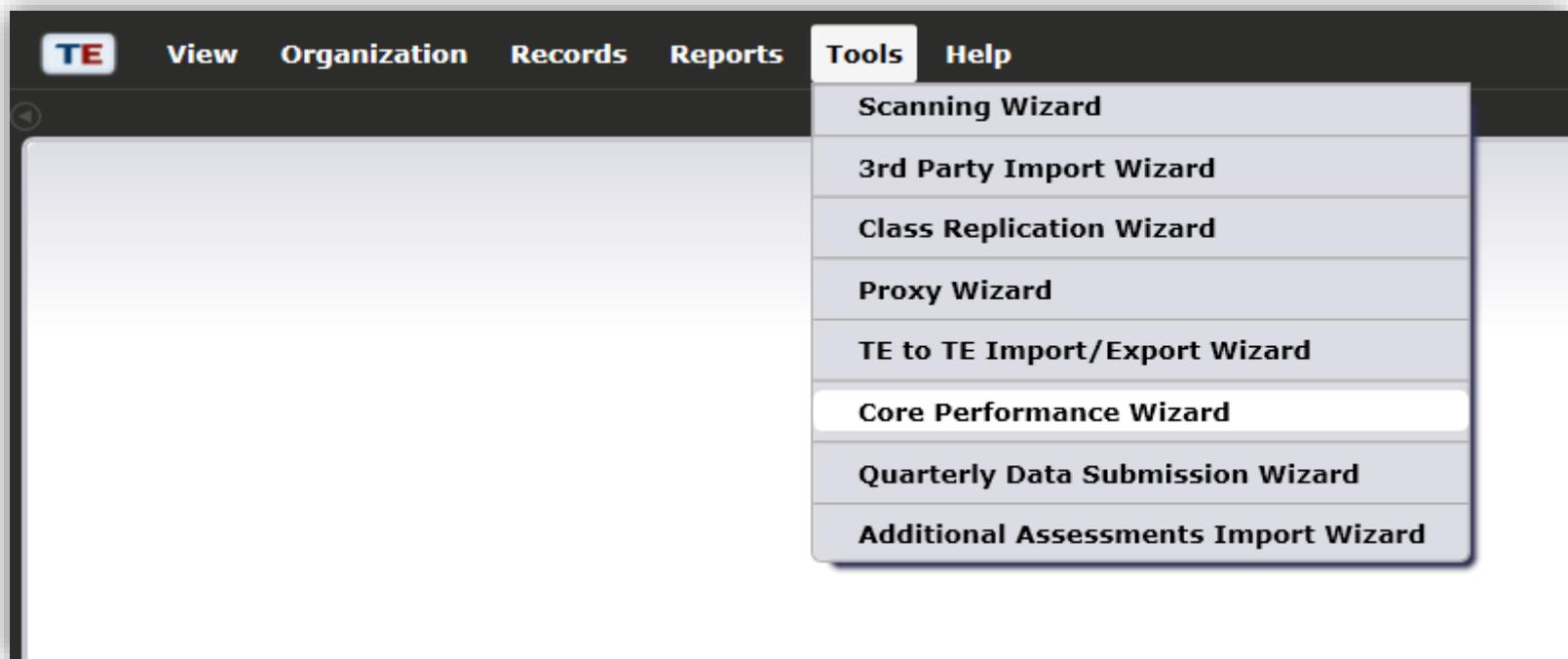
Quarter 4 Suggested Timeline

| Task # | Date | Task Description |
|--------|-------------|---|
| 2 | April | Save exit population for PY 20-21 Q2 using NRS Core Performance Wizard. |
| 3 | April - May | Send survey invites to PY 20-21 Q2 Exiters |
| 4* | May – June | Send follow-up surveys to students who haven't responded |
| 5* | June – July | Personally contact students who haven't responded |

*Note: For CAEP Reporting requirements, agencies do not need to follow up with students.

Task #2: Save Exit Population

- Save exit population for PY 20-21 Q2 using Core Performance Wizard under **Tools > Core Performance Wizard**



Task #2: Save Exit Population

- **Select Program Year** = program year of exit population

Core Performance Wizard

This wizard is designed for WIOA, Title II and/or CAEP funded agencies to save and export exited learners that qualify for NRS and/or CAEP follow-up measures.

It will apply the necessary rules for saving exited learners for NRS Tables 5, 5A, 8, 9, 10 and 11, including those for secondary and post-secondary indicators.
For agencies with CAEP Funding it will save exited learners for employment follow-up.

You can select any quarter that is at least 90 days in the past.

IMPORTANT
Prior to running this wizard, run the Core Performance Population report (Reports -> Federal Reports -> Core Performance Population) to verify the expected number of exited learners for each measure. Once you are satisfied with the report, you should then run this wizard.

For more information please contact CASAS at techsupport@casas.org.

Your agency and its current program year are automatically selected. Click the **Next** button to continue.

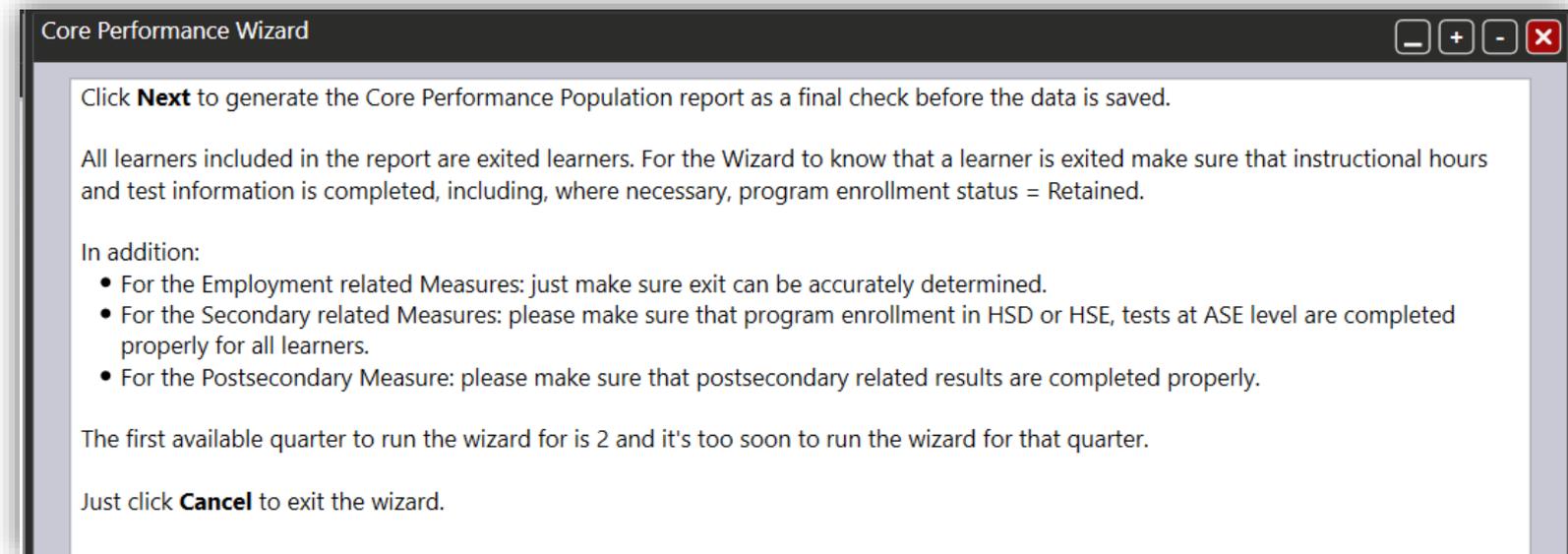
If you are planning to run the report for Q4 exited learners and your agency has already switched to the new Program Year, please be sure to select the previous Program Year.

Select Agency: 4908 - Rolling Hills Adult School (RHAS)

Select Program Year: 7/1/2020 - 6/30/2021

Cancel << Back Next >>

Task #2: Save Exit Population



Selected Program Year: 7/1/2020 - 6/30/2021

Selected Exit Quarter: 2 3 4

- If you missed sending survey invitations from any previous quarter, the wizard will force you to save those quarters before moving on.

Task #2: Save Exit Population

- You can **Export** or **Print** this report for your records.

The screenshot shows a software window titled "Core Performance Wizard" with standard window controls (minimize, maximize, close) in the top right. Below the title bar are "Export" and "Print" buttons. The main content area displays the following information:

Core Performance Saved Population

03/16/2021 19:13:30 Page 1 of 5
NRSCPPS

Agency: 11750 - South Orange County CCD - Saddleback College **Exit Program Year:** 2020-2021

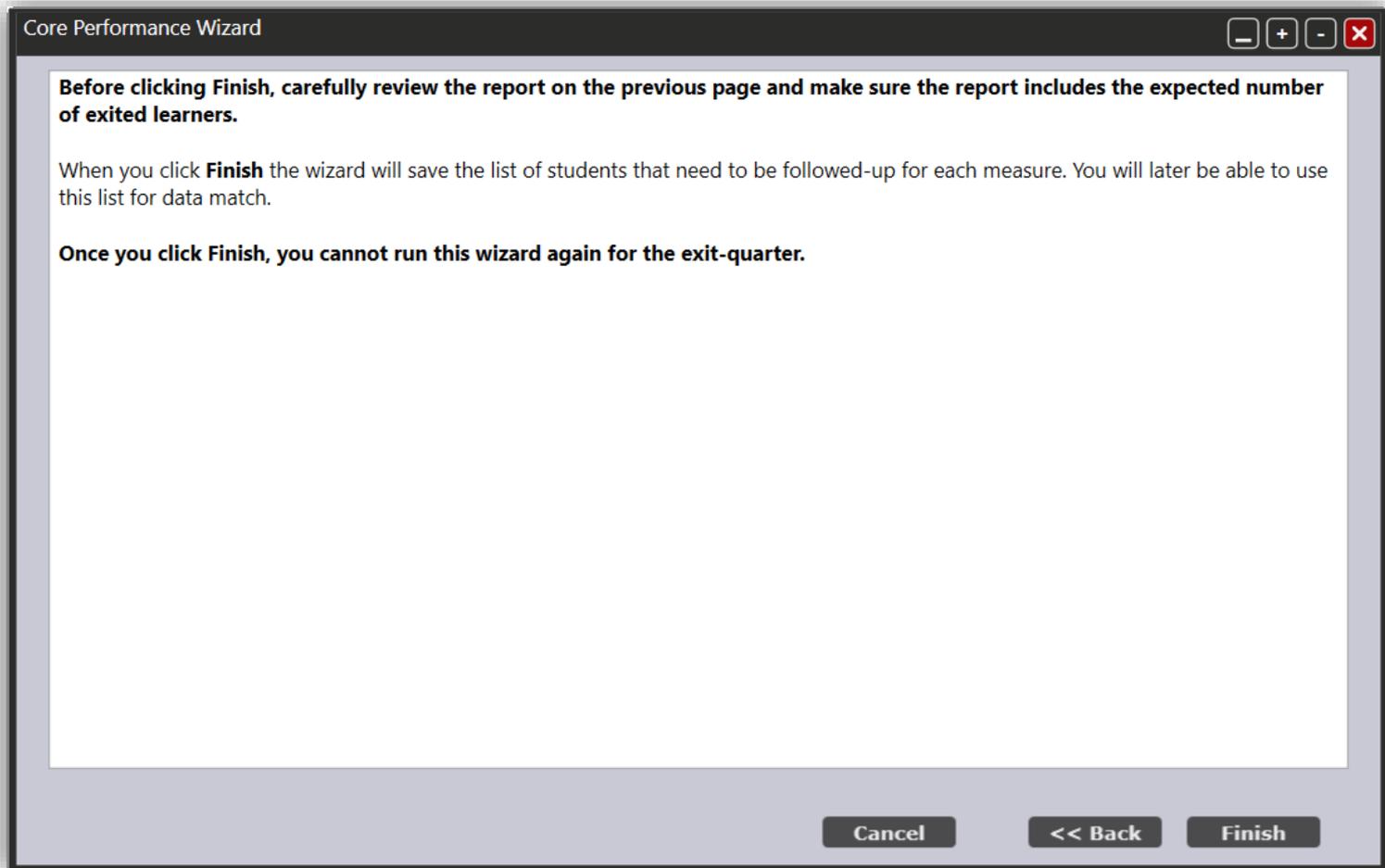
Exit Quarter: 1

NRS Students

| Student | Gender | Birth Date | Has SSN | Exit PoP | | |
|---------|--------|------------|---------|----------|------------|----------|
| | | | | PoP # | Start Date | End Date |

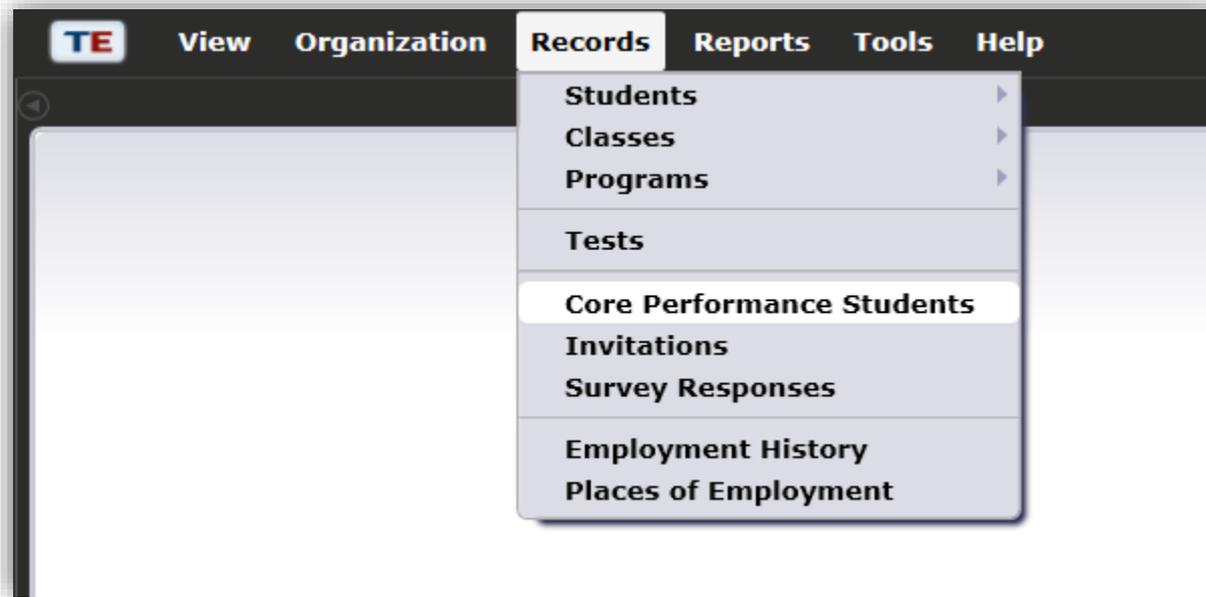
Task #2: Save Exit Population

➤ You can only run the Core Performance once for each quarter.



Task #3: Send Required Surveys

- Open Core Performance Students lister under **Records > Core Performance Students**
- This lister shows ALL Core Performance Students (without SSN) that should be sent a survey (NRS Students AND CAEP only)



- To show CAEP only students, add column “Is CAEP Only.”

Task #3: Send Required Surveys

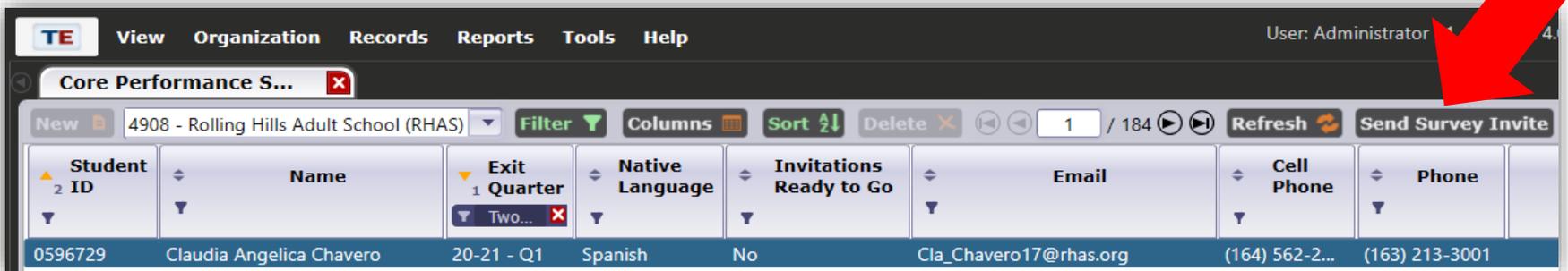
- **Exit Quarter** column by default selects **Two Quarters Back**
- Before sending surveys, review student emails and phone numbers

The screenshot shows the CASAS Core Performance System interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator 01' and the version is '4.0 build 8'. The main window displays a table of student records for '4908 - Rolling Hills Adult School (RHAS)'. The table has columns for Student ID, Name, Exit Quarter, Native Language, Invitations Ready to Go, Email, Cell Phone, and Phone. The 'Exit Quarter' column is set to 'Two...'. The table contains 25 rows of student data.

| Student ID | Name | Exit Quarter | Native Language | Invitations Ready to Go | Email | Cell Phone | Phone |
|------------|---------------------------|--------------|-----------------|-------------------------|--------------------------------|----------------|----------------|
| 0596729 | Claudia Angelica Chavero | 20-21 - Q1 | Spanish | No | Cla_Chavero17@rhas.org | (164) 562-2... | (163) 213-3001 |
| 0626036 | Chak Omar Danouni | 20-21 - Q1 | Spanish | No | Cha_Danouni57@rhas.org | (764) 323-9... | (764) 323-9972 |
| 0690029 | Shelsa Calla | 20-21 - Q1 | Spanish | No | | (180) 562-4... | (180) 562-4186 |
| 0740699 | Xitlaly Acosta | 20-21 - Q1 | Spanish | No | Xit_Acosta59@rhas.org | (796) 562-8... | (796) 562-8636 |
| 0769159 | Naima Schwab | 20-21 - Q1 | English | No | She_Alvaro11@rhas.org | | (162) 562-5786 |
| 0803054 | Saima D'agostino | 20-21 - Q1 | English | No | Sai_D'agostino66@rhas.org | | (909) 562-7466 |
| 0813531 | Sang Donde | 20-21 - Q1 | English | No | Aub_Naanos26@rhas.org | (482) 323-3... | (482) 323-3412 |
| 0823121 | Ederminda Rivera-villegas | 20-21 - Q1 | Spanish | No | Ede_Rivera-villegas12@rhas.org | (885) 623-5... | (885) 623-5792 |
| 0834725 | Zalla Moreno | 20-21 - Q1 | Spanish | No | Ran_Berche62@rhas.org | | (838) 562-9166 |
| 1023813 | Racheal Barrios | 20-21 - Q1 | Spanish | No | Rac_Barrios39@rhas.org | (451) 562-4... | (450) 562-6416 |
| 1078652 | Laren Alfaro | 20-21 - Q1 | English | No | Lar_Alfaro13@rhas.org | (116) 562-3... | (116) 562-3926 |
| 1084118 | Mckim Bouzegaou | 20-21 - Q1 | English | No | Mck_Bouzegaou17@rhas.org | (191) 562-8... | (190) 562-6746 |
| 1084649 | Matthews Sermeno | 20-21 - Q1 | Spanish | No | Mat_Sermeno54@rhas.org | (709) 310-9... | (709) 310-9461 |
| 1095315 | Eri Angelica Desart | 20-21 - Q1 | English | No | Eri_Desart50@rhas.org | (642) 562-2... | (642) 562-2006 |
| 1109177 | Somporn Drobeck | 20-21 - Q1 | English | No | Som_Drobeck54@rhas.org | (702) 562-3... | (701) 951-9075 |
| 1112544 | Fru Fekreet | 20-21 - Q1 | Spanish | No | Fru_Fekreet58@rhas.org | (772) 562-4... | (772) 562-4796 |
| 1166024 | Daria Nipper | 20-21 - Q1 | English | No | Dar_Nipper16@rhas.org | (159) 562-7... | (158) 562-5656 |
| 1190768 | Yi Leticia Elis | 20-21 - Q1 | Spanish | No | Yi_Elis49@rhas.org | (632) 310-9... | (632) 310-9561 |
| 1191506 | Soon Leticia Celentano | 20-21 - Q1 | English | No | Ang_Kere11@rhas.org | (166) 562-3... | (165) 562-3306 |
| 1202428 | Mehrdod Naranjo | 20-21 - Q1 | Spanish | No | Blo_Tashjian95@rhas.org | | (365) 629-7792 |
| 1204271 | Sheila Otani | 20-21 - Q1 | English | No | She_Otani21@rhas.org | (458) 562-5... | (457) 562-7456 |
| 1208504 | Immaculatie Welday | 20-21 - Q1 | English | No | Imm_Welday49@rhas.org | (628) 562-5... | (627) 562-4556 |
| 1209399 | Nabeela Leticia Badie | 20-21 - Q1 | English | No | Nab_Badie39@rhas.org | (474) 323-4... | (473) 562-5656 |
| 1216341 | Mixon Amodeo-laskey | 20-21 - Q1 | Spanish | No | Mix_Amodeo-laskey12@rhas.org | (895) 625-3... | (895) 625-3312 |

Task #3: Send Required Surveys

- Select (Highlight) students to send survey invitations too.
- Group students by
 - Class
 - Native Language
 - Email only
 - Phone only
- Once you select those group of students, click **Send Survey Invite**.
 - Under the example below, I had to click **More** to find this button

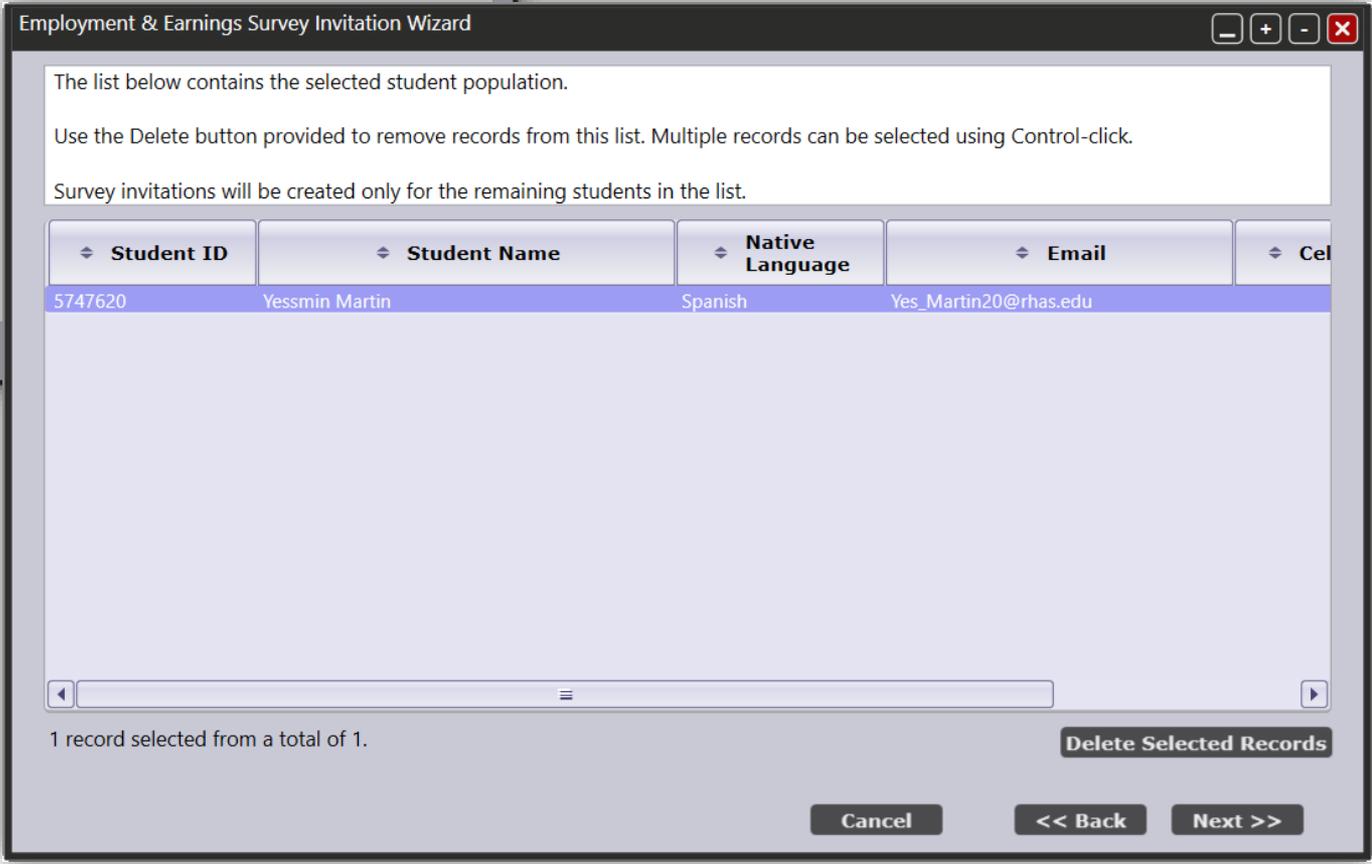
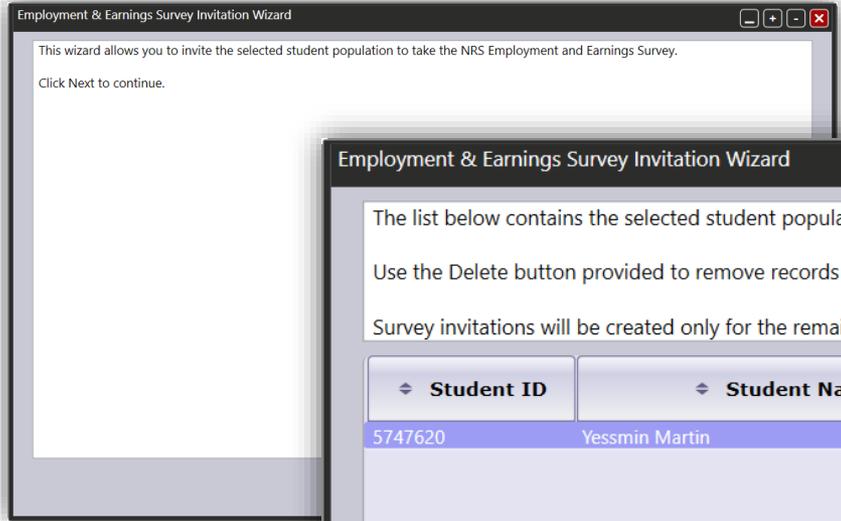


The screenshot shows the CASAS TE interface. At the top, there is a navigation bar with 'TE' and menu items: 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator'. Below the navigation bar, there is a breadcrumb trail: 'Core Performance S...'. The main area displays a table of student records. The table has columns for 'Student ID', 'Name', 'Exit Quarter', 'Native Language', 'Invitations Ready to Go', 'Email', 'Cell Phone', and 'Phone'. The first row of data shows: Student ID 0596729, Name Claudia Angelica Chavero, Exit Quarter 20-21 - Q1, Native Language Spanish, Invitations Ready to Go No, Email Cla_Chavero17@rhas.org, Cell Phone (164) 562-2..., and Phone (163) 213-3001. Above the table, there are controls for 'New', 'Filter', 'Columns', 'Sort', 'Delete', and pagination (1 / 184). A 'Send Survey Invite' button is located at the top right of the table area, and a red arrow points to it.

| Student ID | Name | Exit Quarter | Native Language | Invitations Ready to Go | Email | Cell Phone | Phone |
|------------|--------------------------|--------------|-----------------|-------------------------|------------------------|----------------|----------------|
| 0596729 | Claudia Angelica Chavero | 20-21 - Q1 | Spanish | No | Cla_Chavero17@rhas.org | (164) 562-2... | (163) 213-3001 |

Task #3: Survey Wizard

- Review select students.
- Remove students from the select by clicking **Delete Selected Records**



Task #3: Survey Wizard

Employment & Earnings Survey Invitation Wizard

Please select a default language to deliver invitations for survey, then click Next to continue.

- English
- Spanish
- Vietnamese
- Chinese
- Korean
- Russian
- French
- Armenian
- Ukrainian

Select Delivery Language: English

Employment & Earnings Survey Invitation Wizard

Please select a preferred method for delivering survey invitations, then click Next to continue.

- By email only
- By SMS only
- First by email
- First by SMS
- Use both email and SMS

Select Delivery Method:

Task #3: Survey Wizard

- Choose the survey invitation delivery dates and expiration date for
 - Second Quarter after Exit = 1st follow-up
 - Fourth Quarter after Exit = 2nd follow-up two quarters from now

The screenshot shows a software window titled "Employment & Earnings Survey Invitation Wizard". The window contains a text box with the instruction: "Please select the dates (for the second and fourth quarters since program exit) when the application should start sending survey invitations to the selected population, then click Next to continue." Below the text box are four date selection fields, each with a dropdown arrow. The first two fields are for the second quarter after exit, and the last two are for the fourth quarter after exit. At the bottom of the window are three buttons: "Cancel", "<< Back", and "Next >>".

Employment & Earnings Survey Invitation Wizard

Please select the dates (for the second and fourth quarters since program exit) when the application should start sending survey invitations to the selected population, then click Next to continue.

Select Invitation Delivery Date for Second Quarter after Exit: 3/16/2021

Select Invitation Expiration Date for Second Quarter after Exit: 5/1/2021

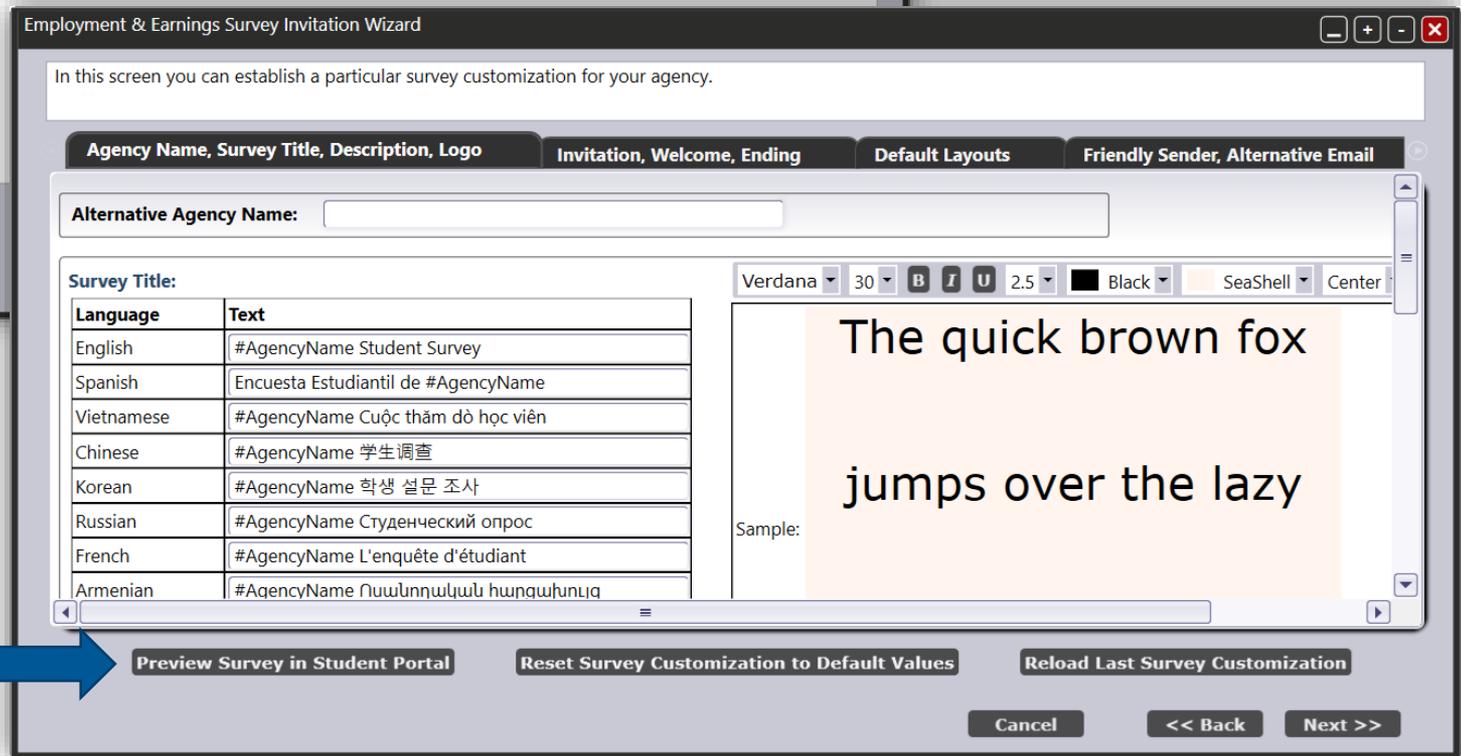
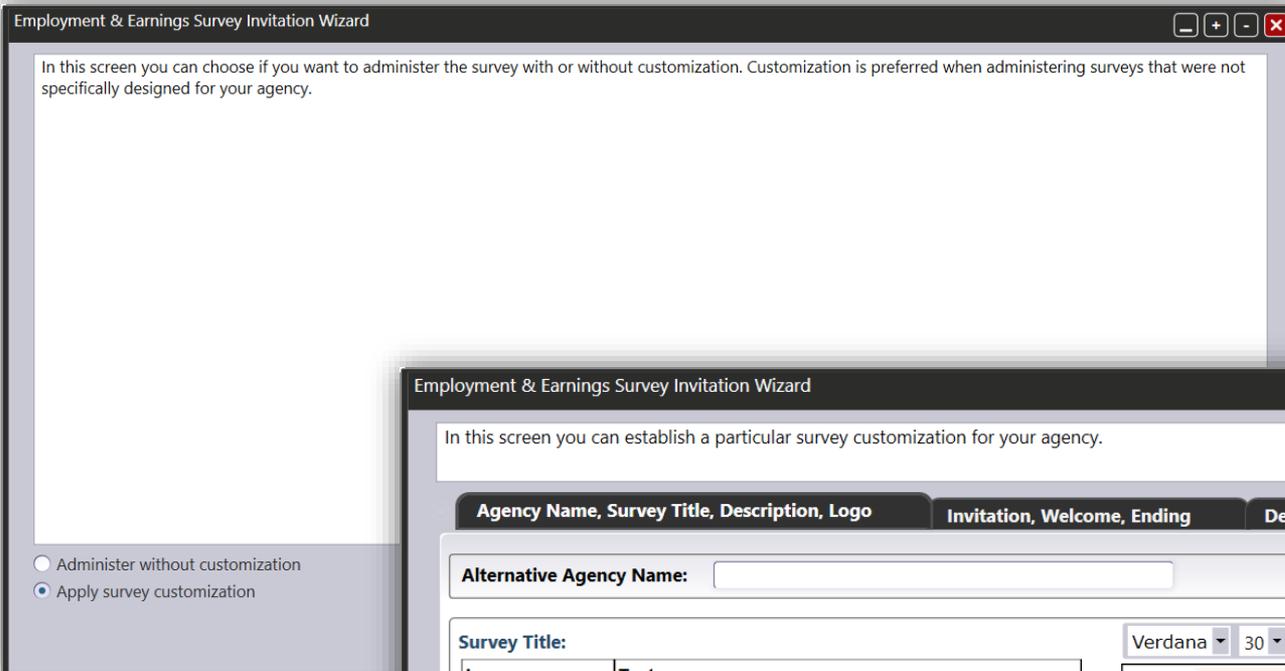
Select Invitation Delivery Date for Fourth Quarter after Exit: 8/15/2021

Select Invitation Expiration Date for Fourth Quarter after Exit: 10/31/2021

Cancel << Back Next >>

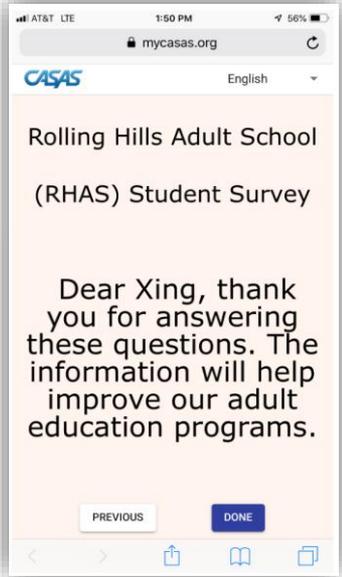
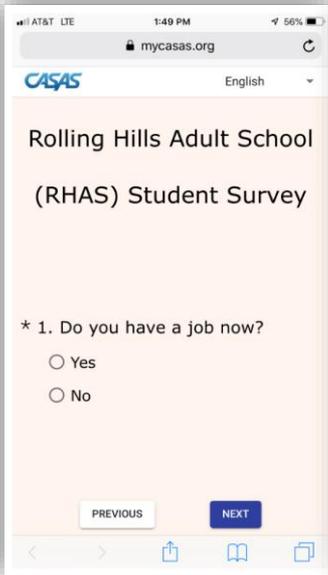
Task #3: Survey Wizard

- Upload school logos
- Use site names
- Edit Welcome Message
- Friendly Sender



- Unsure about your customizations? Preview the survey in the student Portal.

The Survey



Task #4: View and manage invitations

- Open Invitations lister under **Records > Invitations**
- Use this lister to manage the dissemination of all current and future invitations



Task #4: View and manage invitations

- In the toolbar, click **Filter**. Once the drop down come up, change Filter from “(Default)” to “CAEP Survey Invitations.” Click **Ok**.

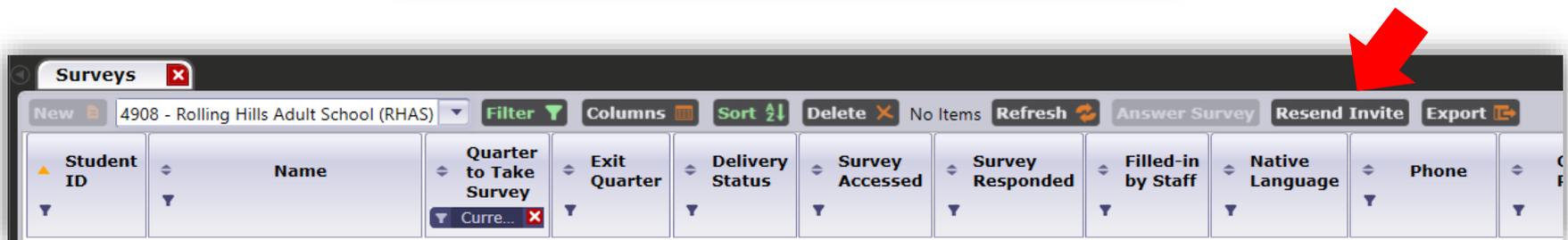
| Student ID | Name | Date to Send Invitation | Date when Invitation Expires | Quarter to Take Survey | Delivery Method | Delivery Status | Delivery Language | Was Accessed |
|------------|-----------|-------------------------|------------------------------|------------------------|------------------------|-----------------|-------------------|--------------|
| 4430401 | No Galang | 06/30/2020 | 09/30/2020 | 20-21 - Q1 | Use both email and SMS | Pending | English | No |

Filter: (Default) Edit Filter

- (Default)
- CAEP Survey Invitations
- CAEP Survey Invitations Current Quarter
- NRS Survey Invitations
- NRS Survey Invitations Current Quarter

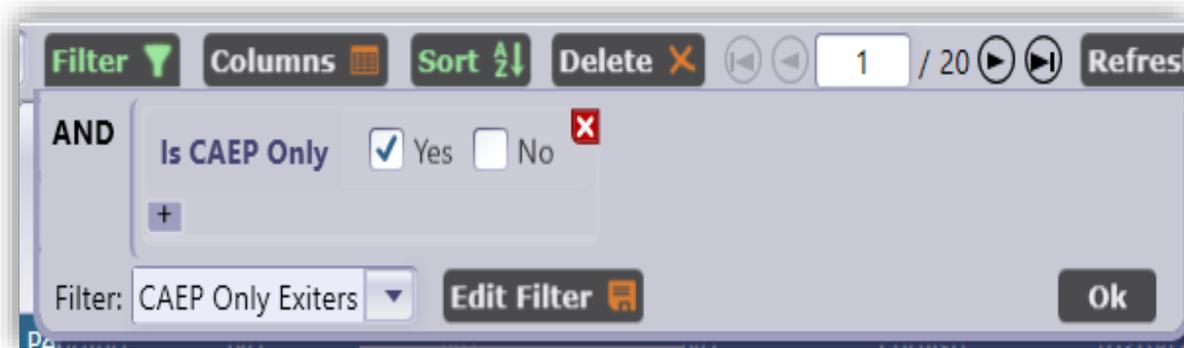
Task #4: View and Manage Invitations

- Open Survey Responses lister under **Records > Survey Responses**
- Use this lister to manage responses to surveys.



Task #4: View and Manage Invitations

- In the toolbar, click **Filter**. Once the drop down come up, change Filter from “(Default)” to “CAEP Only Exitters.” Click **Ok**.



Task #5: Personally contact students who don't respond

- Use the Survey Responses Lister to filter for students who haven't responded.
- Double Click on any student to manually enter responses

Survey

Quarter to Take Survey: 20-21 - Q1 Exit Quarter: 19-20 - Q1

Delivery Status: Pending Survey Accessed: No Survey Responded: No Filled-in by Staff: No

Sent to Portal On: 3/30/2020 Updated from Portal On: N/A

Contact Status:

Not Yet Contacted Call in the Evening
 Contacted Contacted but Number no Longer in Service
 Contacted but Doesn't Want to Answer
 Call Later
 Call Tomorrow

Contact Notes:

Survey Items

| Item Responses | # | Item Name | Item Prompt | Was Answered | Answer |
|----------------|---|-----------------------------|---|--------------------------|--------|
| | 1 | Labor Force Status | Do you have a job now? | <input type="checkbox"/> | |
| | 2 | Monthly Income | How much do you usually earn in one month? | <input type="checkbox"/> | |
| | 3 | Different School Attendance | Are you attending school in a different area? | <input type="checkbox"/> | |
| | 4 | School Name | What school do you attend now? | <input type="checkbox"/> | |

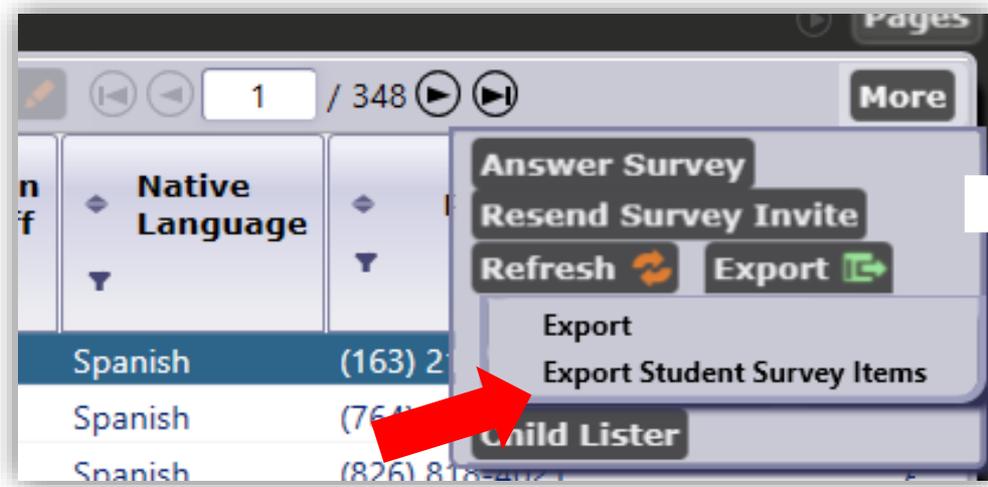
Student

Full Name: Claudia Angelica Chavero Email: Cla_Chavero17@rhas.edu

Phone: (163) 213-3001 Cell Phone: (164) 562-2406

Interact with Student Portal **Answer survey** **Get item responses**

Available Exports



- Under **Records > Survey Responses > Export > Export Student Survey Items**

CASAS Resources

- **All things Employment and Earnings Survey:**

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

CASAS Technology Support Team

- Phone: 1-800-255-1036, Option 2
- Email: techsupport@casas.org
- Hours: Monday-Friday, 6:00 am to 5:00 pm

Other Resources:

- caep@casas.org – Questions about your Deliverables/reports
- data@casas.org – Questions about the status of your data submissions