CAEP Core Performance Employment and Earnings Survey

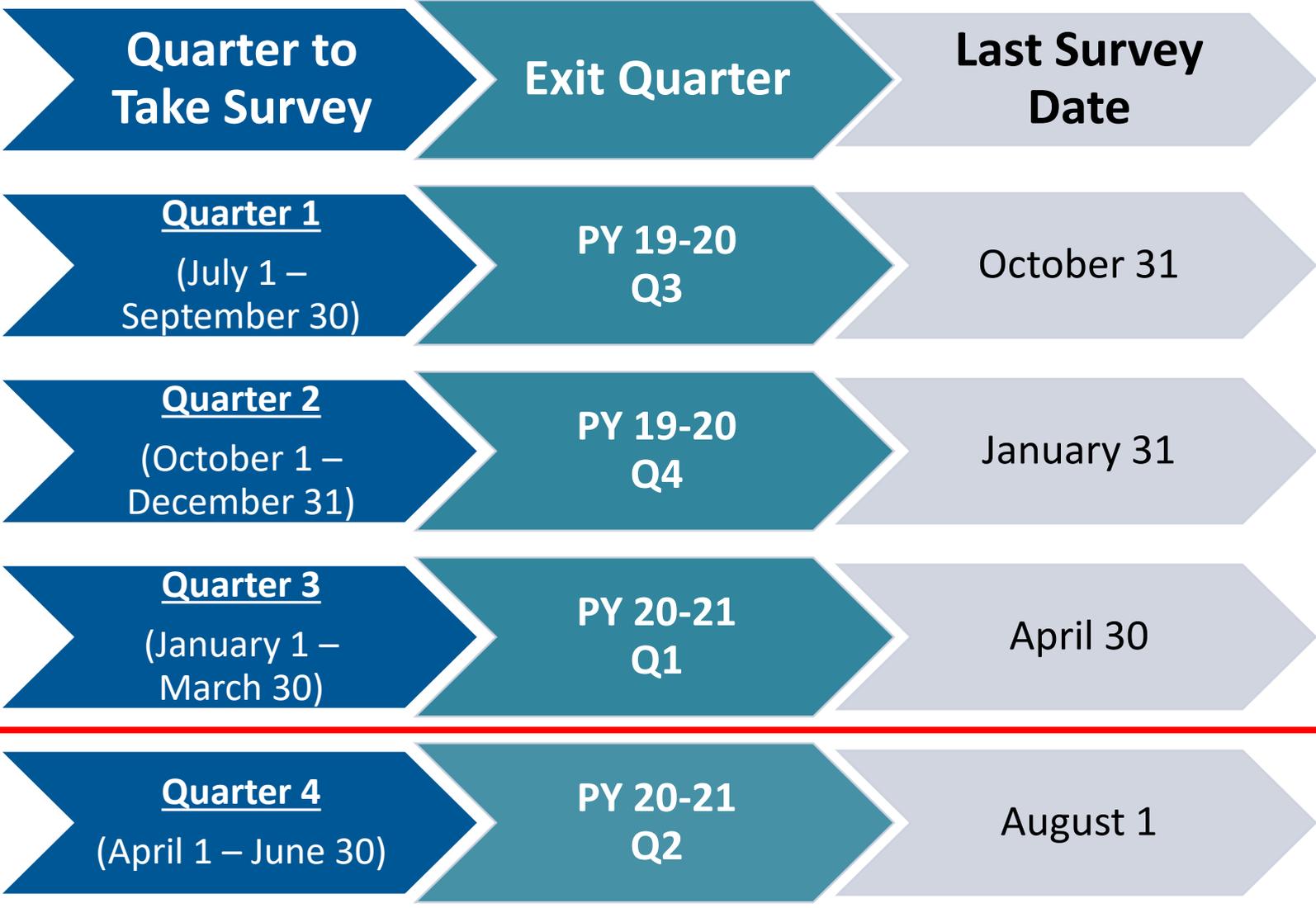March 2021

Presented by

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A **Quarterly** Process

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

Quarter to Take Survey → Exit Quarter → **Last Survey Date**

CAEP Requirements

Quarter to Take Survey	Exit Quarter	Last Survey Date
Quarter 1 (July 1 – September 30)	**PY 19-20 Q3**	October 31
Quarter 2 (October 1 – December 31)	**PY 19-20 Q4**	January 31
Quarter 3 (January 1 – March 30)	**PY 20-21 Q1**	April 30
Quarter 4 (April 1 – June 30)	**PY 20-21 Q2**	August 1

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**

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**
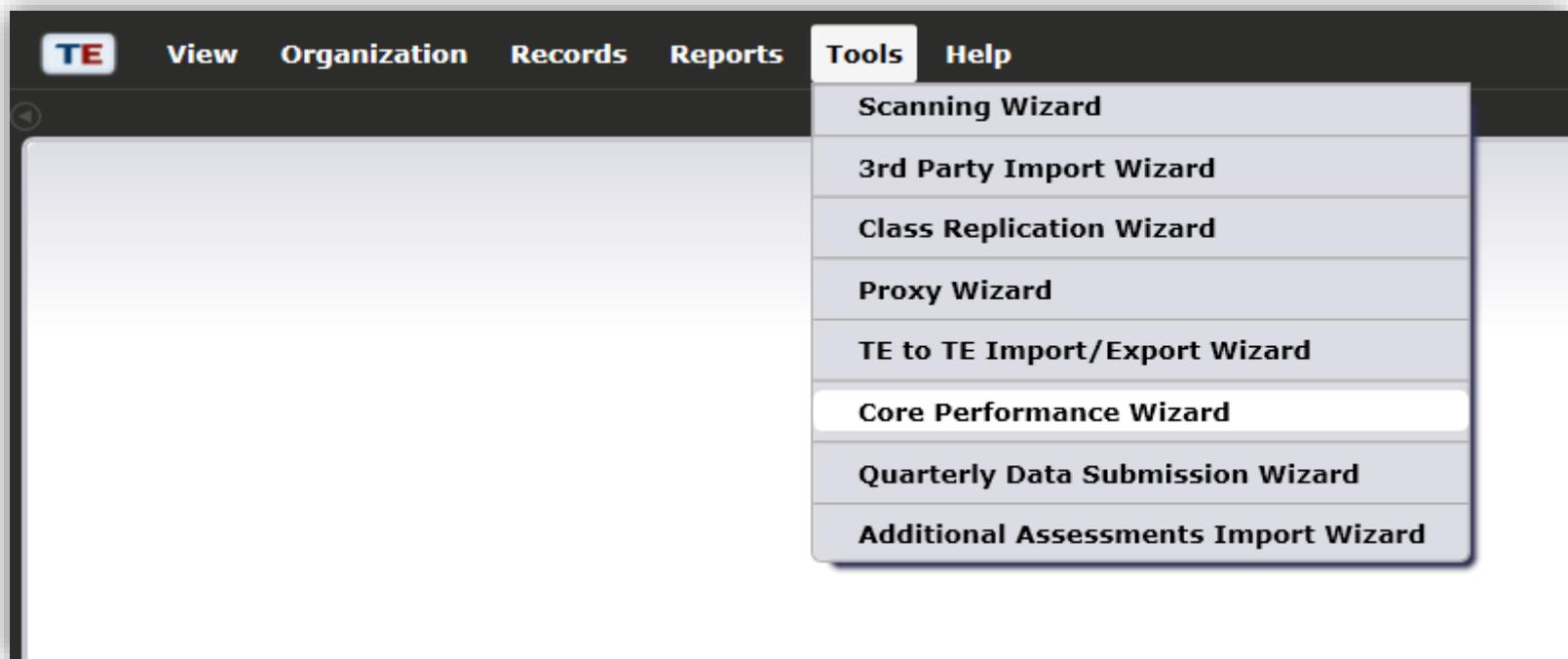
Task #2: Save Exit Population

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

Task #2: Save Exit Population

Core Performance Wizard

Click **Next** to generate the Core Performance Population report as a final check before the data is saved.

All learners included in the report are exited learners. For the Wizard to know that a learner is exited make sure that instructional hours and test information is completed, including, where necessary, program enrollment status = Retained.

In addition:

- For the Employment related Measures: just make sure exit can be accurately determined.
- For the Secondary related Measures: please make sure that program enrollment in HSD or HSE, tests at ASE level are completed properly for all learners.
- For the Postsecondary Measure: please make sure that postsecondary related results are completed properly.

The first available quarter to run the wizard for is 2 and it's too soon to run the wizard for that quarter.

Just click **Cancel** to exit the wizard.

ected 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.

Task #2: Save Exit Population

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

Core Performance Wizard

Before clicking Finish, carefully review the report on the previous page and make sure the report includes the expected number of exited learners.

When you click **Finish** the wizard will save the list of students that need to be followed-up for each measure. You will later be able to use this list for data match.

Once you click Finish, you cannot run this wizard again for the exit-quarter.

Cancel   << Back   Finish

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)
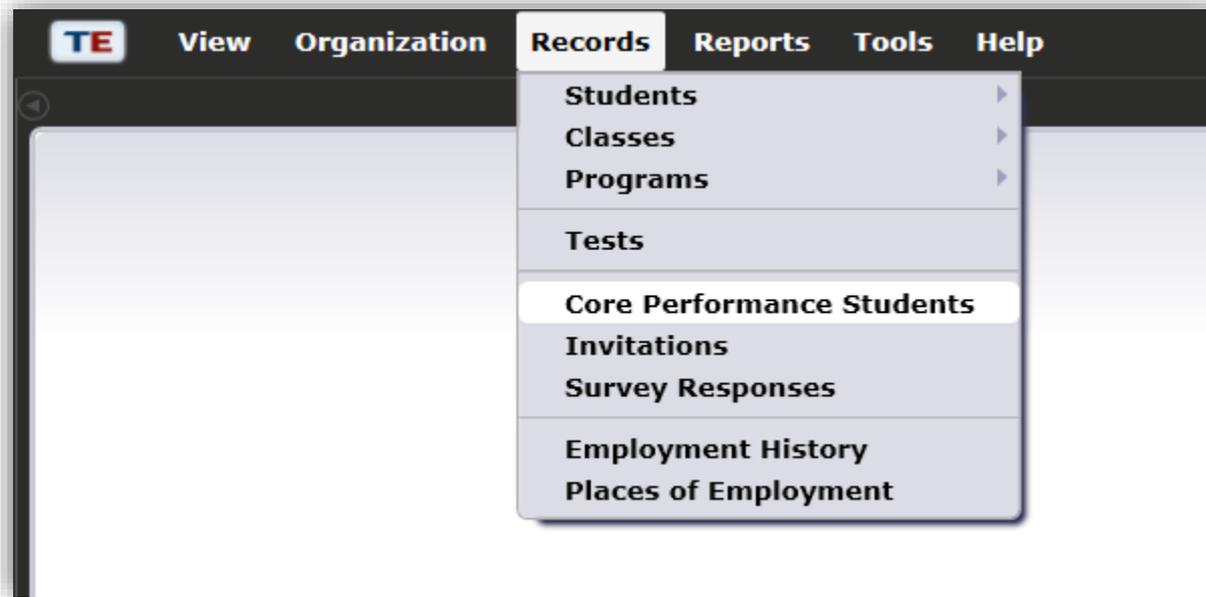
➢ To show CAEP only students, add column "Is CAEP Only."

Task #3: Send Required Surveys

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

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**.
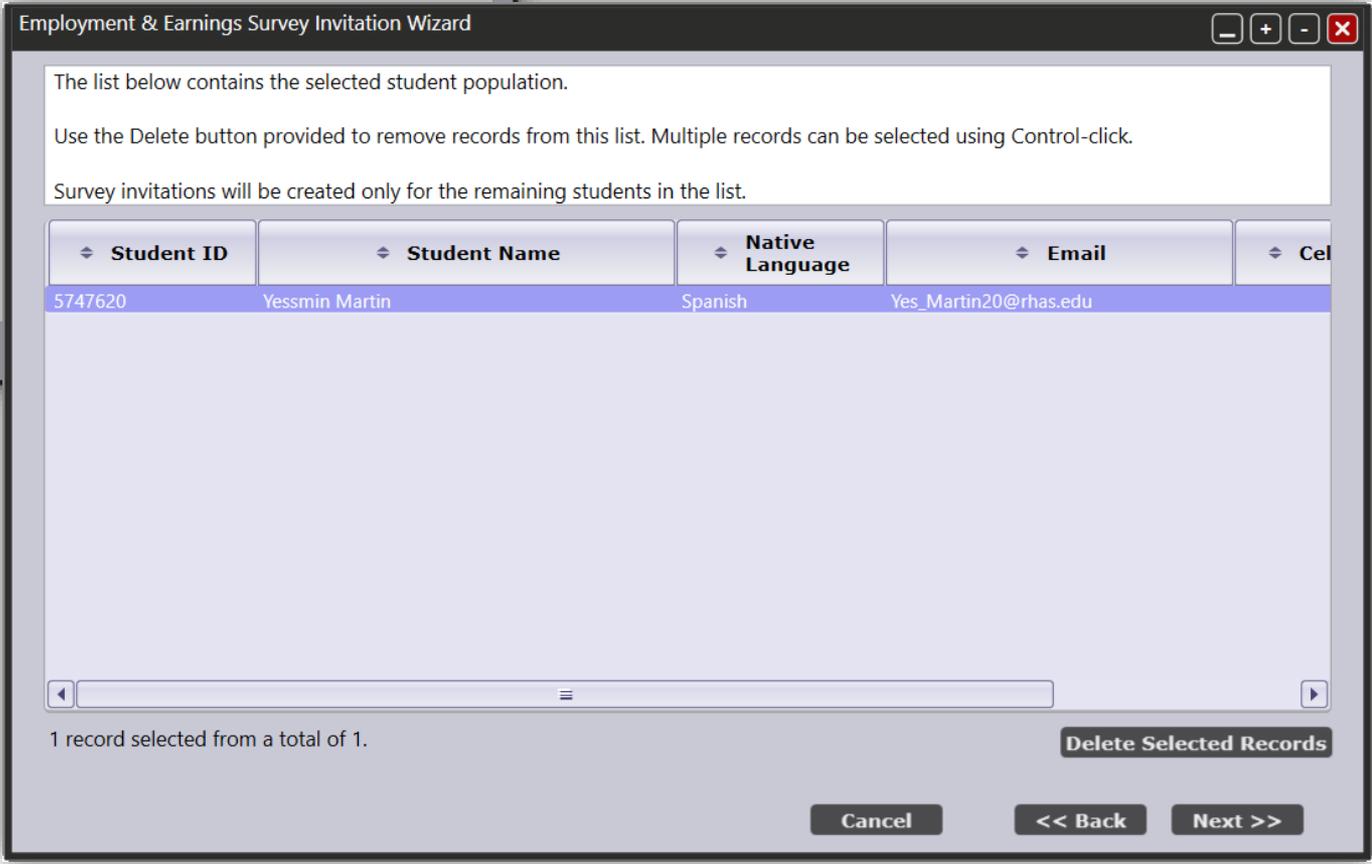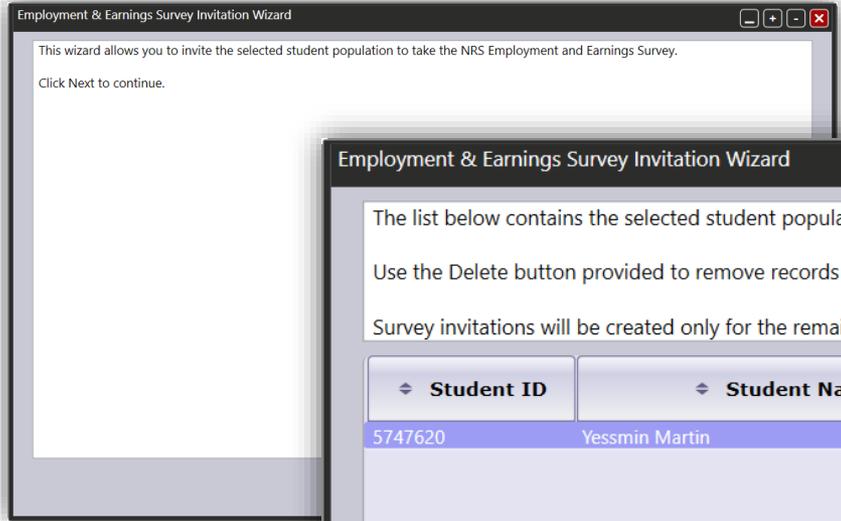 ➢ Under the example below, I had to click **More** to find this button

Task #3: Survey Wizard

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

Task #3: Survey Wizard

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

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

Select Invitation Expiration Date for Second Quarter after Exit: 5/1/2021
Select Invitation Expiration Date for Fourth Quarter after Exit: 10/31/2021
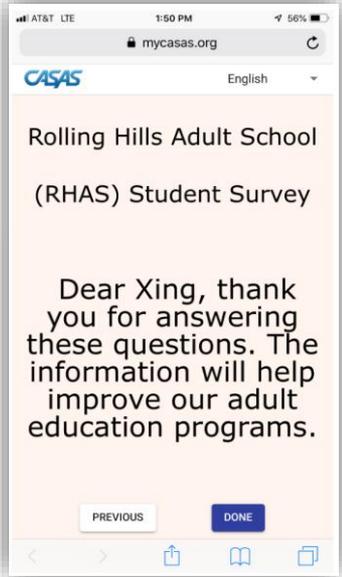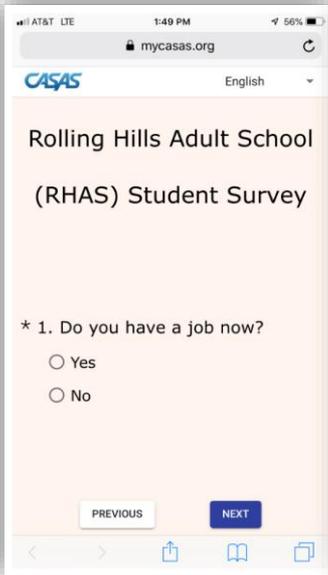
Cancel   << Back   Next >>

Task #3: Survey Wizard

- Upload school logos
- Use site names
- Edit Welcome Message
- Friendly Sender
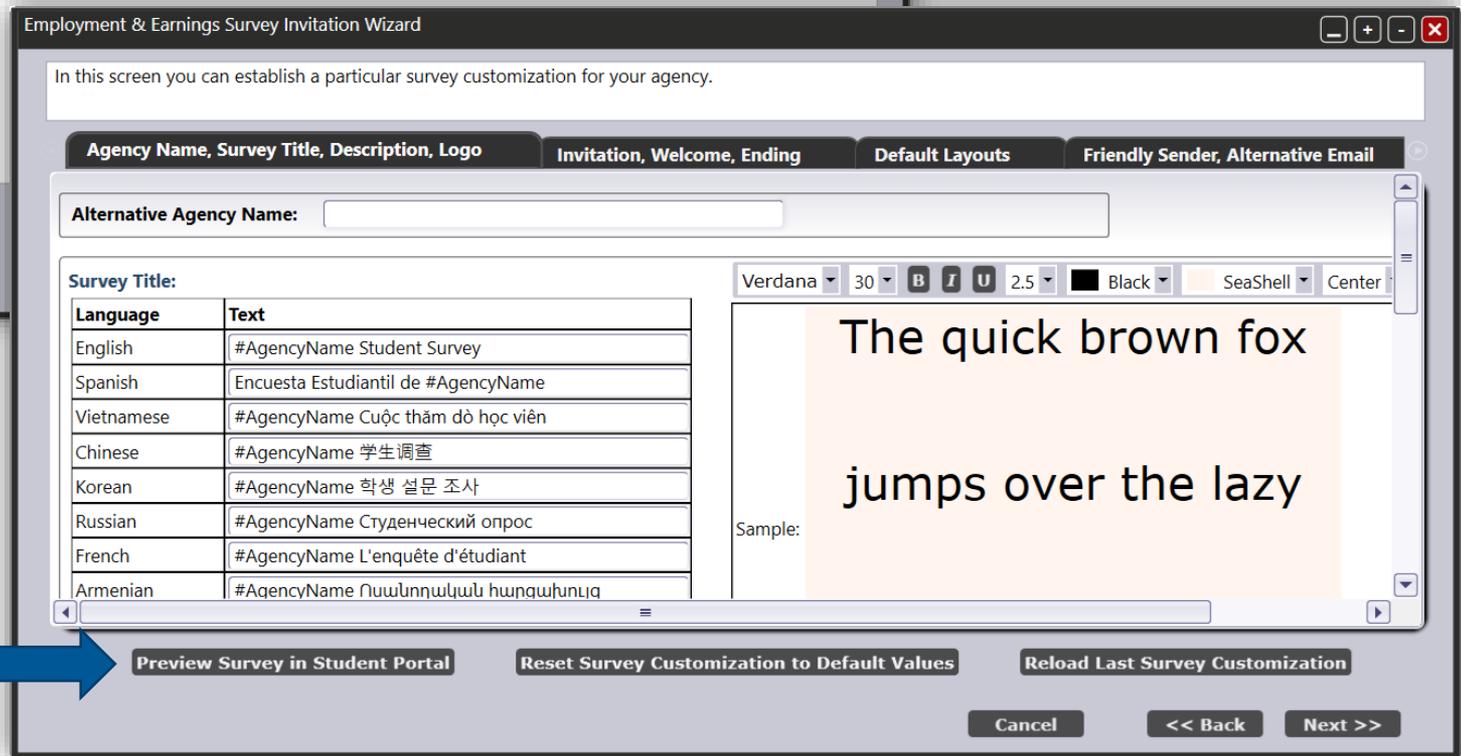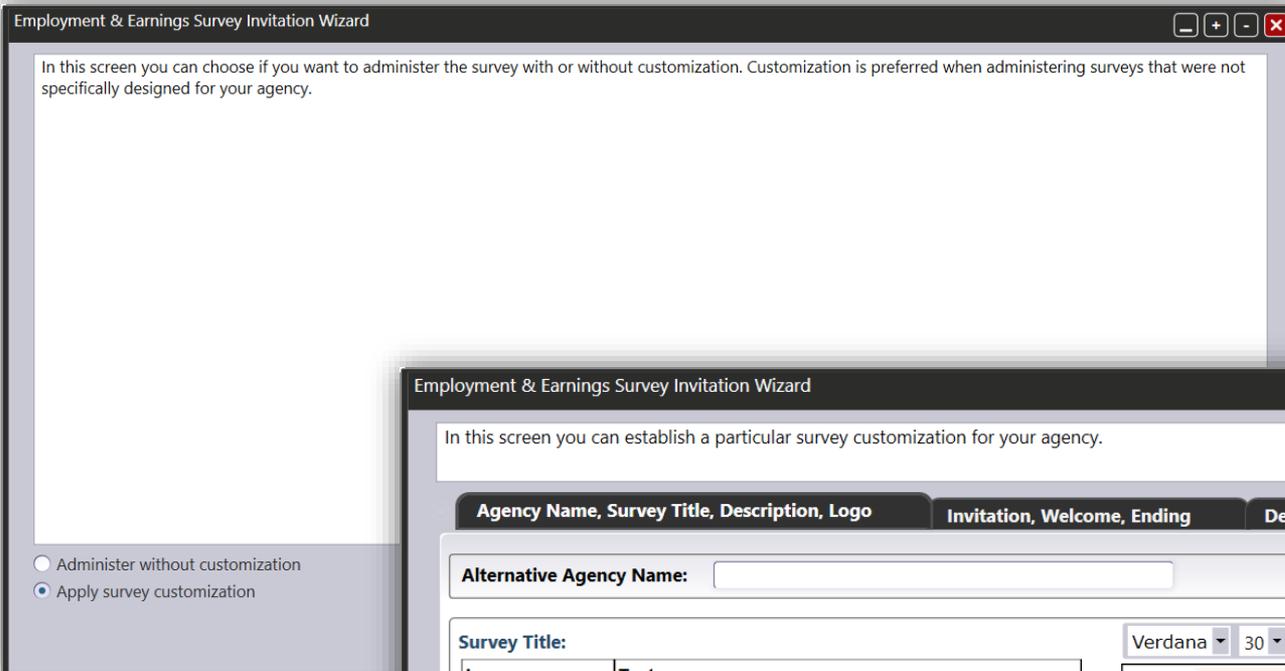
- Unsure about your customizations? Preview the survey in the student Portal.

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**.
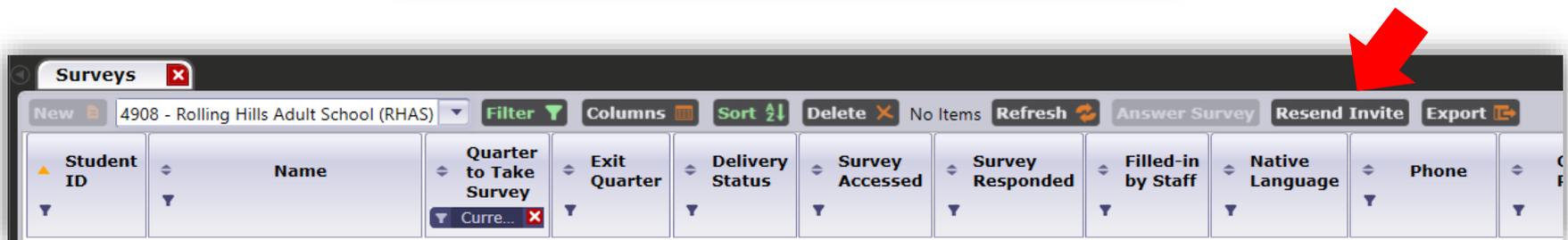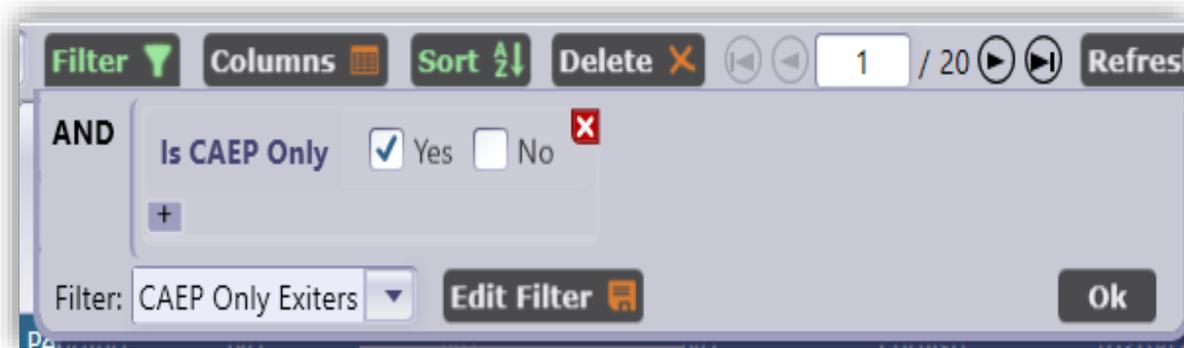
Task #4: View and Manage Invitations

➢ 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 Exiters." 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

Available Exports
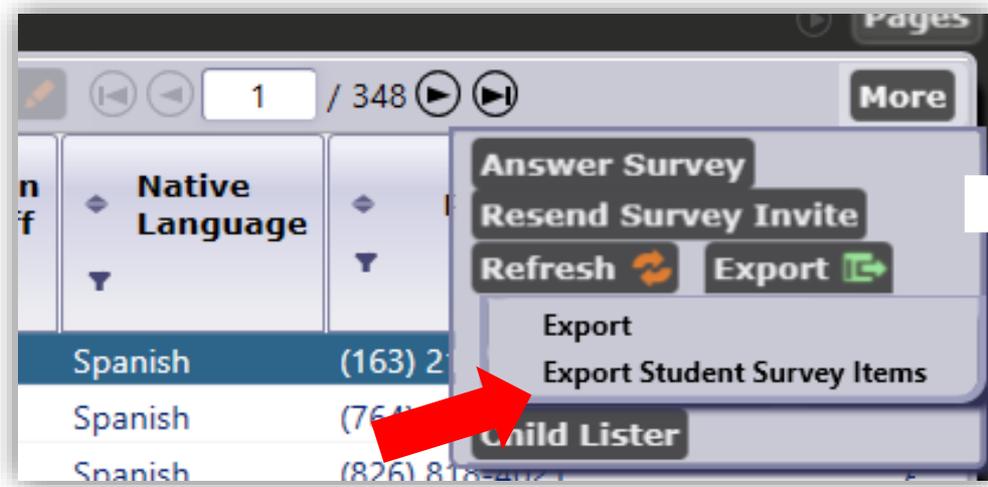
➤ Under **Records** > **Survey Responses** > **Export** > **Export Student Survey Items**

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