



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, September 15, 2020 (2:00 p.m. – 4:00 p.m.)

([¶]Materials in Board Packet)

DUE TO COVID-19, THIS MEETING WILL BE HELD ON ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

ZOOM URL: <https://cccconfer.zoom.us/j/95091475995>

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President’s Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order: 2:03 p.m.

| Attending: | Voting Member | Voting Member | Attendee |
|------------------|--|---|--|
| Baker Valley | <input checked="" type="checkbox"/> Cecil Edwards | <input type="checkbox"/> | <input type="checkbox"/> |
| Barstow CC | <input checked="" type="checkbox"/> Eva Bagg | <input type="checkbox"/> Karen Kane | <input checked="" type="checkbox"/> Pattie Alaimalo |
| Barstow AS | <input checked="" type="checkbox"/> Scott Godfrey | <input type="checkbox"/> Jeff Malan | <input checked="" type="checkbox"/> Terri Walker |
| Silver Valley | <input checked="" type="checkbox"/> Jeff Youskievicz | <input checked="" type="checkbox"/> Brice Scott | <input checked="" type="checkbox"/> Michelle Colleoc |
| Consortium Staff | <input checked="" type="checkbox"/> Elena Rivera | <input checked="" type="checkbox"/> Mitch Rosin | <input checked="" type="checkbox"/> Jackie Diaz |

1. [¶]Approval of Minutes – August 12, 2020
 Motion to approve by J. Youskievicz; 2nd by S. Godfrey

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Consortium Director’s Report
 - 4.1 a. CAEP Deadlines – Upcoming
 - September 2020
 - Sept. 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4) - COMPLETED
 - Sept. 30: 20/21 Member Program Year Budget and Work Plan due in NOVA – COMPLETED
 - Sept. 30: End of Q1
 - October 2020
 - Oct. 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
 - Oct. 31: Student data due in TOPSPro (Q1)

 - 4.2 a. CAEP Guidance
 - [¶]CASAS: 09/10/20 TOPSpro Enterprise Basics – Generating Reports
 - [¶]CAEP: 2020-2021 Beginning of the Year Letter

- 4.3 Consortium Director Updates: E. Rivera shared about a Budget & Work Plan training that will be held on September 22 for all District Members. Also, a reminder that the fall BACAE Stakeholders meeting will be held on October 22 via Zoom. All School Board Members and Trustees should be invited by the BACAE voting members. Invitation will be emailed and a calendar invite will be sent. The BACAE Working Group will meet for the first time via Zoom on October 8 at 4pm to 6pm and all members have received a calendar invite.
- 4.4 Member Program Update: BAS – S. Godfrey announced the new BAS Lead, Michelle Colleoc. All teaching staff has been hired. The BAS will continue to have Distance Learning for all adult ed. students. Enrollment started Sept. 21 and the first day of class will be Oct. 5. BAS is preparing to conduct remote GED testing. Training has been schedule for staff.
- 4.5 Member Program Update: BCC – E. Bagg shared progress is being made in establishing an Innovation and Entrepreneurship Center at BCC. This would meet one of our objects in the BACAE three-year plan, and responds to the research conducted by Dr. Helga Wild. This project will bridge K-12 to Community College and the community business and industry. One of the focuses is to gear adult ed. students toward self-employment by becoming small business owners or gain employable skills through the non-credit short-term certificates that will mostly be offered in Spring 2021. E. Rivera – It has been a struggle to maintain ESL enrollment number because of COVID-19 and Distance Learning. However, with communication efforts with the students and continued radio ads there are currently 43 enrolled ESL students at BCC.
- 4.6 Member Program Update: BVUSD – C. Edwards shred the adult ed. students started testing one-on-one last week. They have 10 students so far in ESL/HSD. C. Edwards will be the only administrator for BACAE this year.
- 4.7 Member Program Update: SVUSD – B. Scott said they continue to enroll at Silver Valley and currently have 59 adult ed. students. They are focusing on relationship building to encourage students to continue their work. There is only 1 ESL student at this time. However, they had their first graduate receive their HS Diploma. J. Youskievicz stated they are working on student retention and one idea they are working on is to have student support during the weekends.
- 4.8 BCC Fiscal Agent Report – P. Alaimalo reported that Baker Valley and Barstow Unified have July and August warrants outstanding. October invoices have been submitted for approval and should be processed in one week.
- 4.9 [¶]Marketing & Social Media Update: Phoenix Design – It was noted that the work S. Phoenix is doing to push the BACAE website on social media is getting results as there was a 59% engagement increase on that side. It was discussed on the need to market to potential male students as this is the lowest engagement.

5. Discussion Items

- 5.1 None

6. Action Items

- 6.1 None

7. Announcements

7.1 Upcoming Conferences

- CAEP Onboard Training for New Administrators – **Virtual** September 25, 2020
- CAEP Director’s Meeting – **Virtual** October 5, 2020
- CAEP Summit – **Virtual** October 26-29, 2020

7.3 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

| 2020 | 2021 |
|-------------------|-------------------|
| October 20, 2020 | January 19, 2021 |
| November 17, 2020 | February 16, 2021 |
| December 15, 2020 | March 16, 2021 |
| | April 20, 2021 |
| | May 18, 2021 |
| | June 15, 2021 |

8. Adjournment: 2:55 p.m.

CAEP Data Submission Guidelines - Data Submission Wizard

Presented by:

Nicole Jordan

Senior Data Analyst

njordan@casas.org

Overview

- A. Overview of Data Submission Requirements
- B. Data Review
 - a. Prepare Data
 - b. CAEP Summary Report
 - c. CAEP Data Integrity Report
- C. Quarterly Data Submission Wizard
 - a. Wizard Steps
 - b. Confirm Your Data Submission

Overview of Data Submission Requirements

WHAT deliverables are due? WHEN are they due?

For Adult Schools*, these reports should include data from July 1, 2020 to September 30, 2020:

- First Quarter TOPSpro® Enterprise (TE) Data
- First Quarter CAEP Data Integrity Report (DIR)

Due October 31, 2020

*CAEP funded Community Colleges submit data through their MIS system.
They are not required to submit their DIR.

HOW to submit the deliverables?

❖ First Quarter TOPSpro® Enterprise (TE) Data

- ✓ Enter data electronically via TE only
- ✓ Nothing to send – Data already hosted on our Online Server

❖ First Quarter CAEP Data Integrity Report (DIR)

- ✓ **NEW!!** - Quarterly Data Submission Wizard

Data Review

First Quarter TOPSpro® Enterprise (TE) Data

Quick Checklist:

- Review Class Instances – Instructional Programs
- Enter/Verify DAILY and UPDATE/Cumulated attendance hours
 - Verify data since COVID is being recorded as Distance Learning minutes
- Enter/Verify all assessments
- Student Information
 - Clean-up Duplicated Students
 - Mark Services as applicable (Supportive, Training, Transition)
 - Mark Barriers to Employment



CAEP Summary Report

➤ Generate in TE: Reports > State Reports > California > CAEP Tables



10/13/2020
10:27:51

CAEP Summary

Page 1 of 1
AEBG2017S

Agency: 4908 - Rolling Hills Adult School (RHAS)
Member: N/A

Program Year: 2020-2021
Consortium: 28 - Capital Adult Education Regional Consortium

| Program Areas* (A) | Literacy Gains (Pre/Post) | | | CAEP Outcomes | | | | | | | | Services | | | | | |
|---------------------------------------|------------------------------|--------------------------------------|------------------------------|------------------|----------------------|-----------------------------------|----------------------------|---------------------------------------|--|--------------------------------------|---|------------------|--|---|---|---|---------------------------------------|
| | Enrollees (B) | Enrollees with pre/post (C) | EFL Gains Achieved (D) | Enrollees (E) | Passed 1-3 (F) | Other Literacy Gains (G) | HSD/HSE Achieved (H) | Post- Secondary Achieved (I) | Enter Employment Achieved (J) | Increase Wages Achieved (K) | Transition Post-Sec Achieved (L) | Enrollees (M) | Enrollees with any Services Received (N) | Supportive Services Received (O) | Training Services Received (P) | Transition Services Received (Q) | Career Services Received (R) |
| ESL/ELL | 1,973 | 1,312 | 826 | 2,265 | 1,049 | 92 | 23 | 19 | 353 | 125 | 22 | 3,074 | 1,733 | 1,474 | 9 | 446 | 658 |
| ABE/ASE | 972 | 345 | 280 | 2,118 | 167 | 307 | | | | | | | | | | | |
| CTE | 329 | 204 | 150 | 787 | 226 | 75 | | | | | | | | | | | |
| Workforce Preparation | 207 | 120 | 70 | 486 | 104 | 31 | | | | | | | | | | | |
| Pre-Apprenticeship | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | |
| Adults supporting K12 | 31 | 23 | 10 | 32 | 22 | 1 | | | | | | | | | | | |
| Adults w/Disabilities | 0 | 0 | 0 | 18 | 0 | 0 | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | | | | | |
| Total | 3,512 | 2,004 | 1,336 | 5,706 | 1,568 | 506 | | | | | | | | | | | |
| Students in 2 or more programs | 832 | 521 | 306 | 1,074 | 383 | 99 | | | | | | | | | | | |
| Total unduplicated students | 2,429 | 1,327 | 937 | 4,350 | 1,049 | 307 | | | | | | | | | | | |

*All learners in multiple programs are counted in each program in which they are enrolled.

Displays outcomes in three separate sections:

Section 1: Columns B-D

Literacy Gains (Pre/Post) using NRS Table 4 guidelines

Section 2: Columns E-L

Other AB 104 outcomes using WIOA II reporting requirements but not pre/post

Section 3: Columns M-R

Services Received that do not impose WIOA, Title II reporting requirements

Drill Down on Reports

Double click a cell
(Student Program Year Population)

| Program Areas* (A) | Literacy Gains (Pre/Post) | | | | P |
|-----------------------|------------------------------|--------------------------------------|------------------------------|------------------|---|
| | Enrollees (B) | Enrollees with pre/post (C) | EFL Gains Achieved (D) | Enrollees (E) | |
| ESL/ELL | 1,973 | 1,312 | 826 | 2,265 | 1 |
| ABE/ASE | 972 | 345 | 280 | 2,118 | 1 |
| CTE | 329 | 104 | 150 | 787 | 2 |
| Workforce Preparation | 207 | 120 | 70 | 486 | 1 |
| Pre-Apprenticeship | 0 | 0 | 0 | 0 | 0 |
| Adults supporting K12 | 31 | 23 | 10 | 32 | 1 |
| Adults w/Disabilities | 0 | 0 | 0 | 18 | 1 |

Batch Delete Batch Edit 1 / 1973 Refresh Export

Program Area = English Language Learner (ESL/ELL), Missing Data = No

| | | | | |
|------|------------|--------|-------|------------------------|
| Name | Birth Date | Gender | Races | Instructional Programs |
| | | | | |

Right click
Other Drill Down Lists and Reports

| Program Areas* (A) | Literacy Gains (Pre/Post) | | | | P |
|---------------------------------------|------------------------------|--------------------------------------|------------------------------|------------------|----------|
| | Enrollees (B) | Enrollees with pre/post (C) | EFL Gains Achieved (D) | Enrollees (E) | |
| ESL/ELL | 1,973 | 1,312 | 826 | 2,265 | 1 |
| ABE/ASE | 972 | 345 | 280 | 2,118 | 1 |
| CTE | 329 | 104 | 150 | 787 | 2 |
| Workforce Preparation | 207 | 120 | 70 | 486 | 1 |
| Pre-Apprenticeship | 0 | 0 | 0 | 0 | 0 |
| Adults supporting K12 | 31 | 23 | 10 | 32 | 1 |
| Adults w/Disabilities | 0 | 0 | 0 | 18 | 1 |
| N/A | | | | | |
| Total | 3 | 3 | 3 | 3 | 3 |
| Students in 2 or more programs | | | | | |
| Total unduplicated students | 2 | | | | |

- Student Program Year Population
- Student Population
- Student Program Population
- Student Record Population
- Drill Down to NRS Monitor
- Drill Down to Outcomes Monitor
- Drill Down to Services Monitor
- Drill Down to Assessments Audit
- Drill Down to CAEP DIR
- Drill Down to Students in Multiple Programs

*All learners in multiple programs are counted only once.

CAEP Data Integrity Report

➤ Generate in TE: Reports > State Reports > California > CAEP Data Integrity

The screenshot displays the TE (Training Evaluation) software interface for generating a CAEP Data Integrity report. The interface is organized into several sections:

- Report Setup Navigator:** A sidebar on the left with categories like General Settings, Report Selection, and Tests.
- Session Name:** A text field containing "CAEP Data Integrity on October 13, 2020 at 10:50:45 by Administrator0@rhas.org" and an empty "Session Comments" field.
- Common Filters:** A section for selecting filters, including "Program Years" (radio buttons for various date ranges) and "Programs" (checkboxes for various program types like High School Diploma, ESL/ELL, etc.).
- Date Ranges:** A section for specifying "Activity date" with "from" and "to" dropdown menus.
- Output Layout Parameters:** A section for configuring the report's appearance, including "Report Sort Order" (Selected/Available list), "Warn if too many pages", "Include Criteria Info", "Include Prepared By", "Include Print Time", "Agency Print Option", and "Report Style Option".
- CAEP Program Areas:** A section for selecting the program areas to include in the report, with radio buttons for "All", "ASE = HSD/HSE", "ABE/ASE = ABE/HSD/HSE", and "CTE = CTE/WP/PreA".
- Special Options:** A section for additional report options.

CAEP Data Integrity Report

| Summary Information | |
|--|-------------|
| Students in the Services Section | 6773 |
| Students not enrolled in the 7 CAEP programs | 152 |
| Marked Literacy Gains Outcome but did not have CAEP program | 0 |
| Marked HSD/HSE Outcome but did not have CAEP Program | 0 |
| Marked Post-Secondary Outcome for CAEP but did not have CAEP Program | 0 |
| Marked Employment Outcome but did not have CAEP Program | 1 |
| Marked Wages Outcome but did not have CAEP Program | 0 |
| Marked Transition Outcome but did not have CAEP Program | 0 |
| Students enrolled in the 7 CAEP programs | 6621 |
| Students Concurrently Enrolled in High School/K12 | 5 |
| Students eligible for Data Integrity | 6616 |

Students in the Services Section

– Students not enrolled in the 7 CAEP programs

= Students enrolled in the 7 CAEP programs

- **Students in the Services Section** includes everyone reported for CAEP -- whether for official enrollment or for services only.
- **Students not enrolled in the 7 CAEP programs** subtracts those who received services but are not enrolled in one of the 7 CAEP program areas.
- The next **6 rows** are subsets of those not enrolled in the 7 CAEP programs – showing students not enrolled in program but who earned outcomes and may need enrollment.
- **Students enrolled in the 7 CAEP programs** is the total limited to students with official enrollment, and this number serves as the denominator for the 27 DIR items.

CAEP Data Integrity Report

| Summary Information | |
|--|-------------|
| Students in the Services Section | 6773 |
| Students not enrolled in the 7 CAEP programs | 152 |
| Marked Literacy Gains Outcome but did not have CAEP program | 0 |
| Marked HSD/HSE Outcome but did not have CAEP Program | 0 |
| Marked Post-Secondary Outcome for CAEP but did not have CAEP Program | 0 |
| Marked Employment Outcome but did not have CAEP Program | 1 |
| Marked Wages Outcome but did not have CAEP Program | 0 |
| Marked Transition Outcome but did not have CAEP Program | 0 |
| Students enrolled in the 7 CAEP programs | 6621 |
| Students Concurrently Enrolled in High School/K12 | 5 |
| Students eligible for Data Integrity | 6616 |

| Item Description | Item Count | Item Percent |
|--|------------|--------------|
| 01 Missing Birthdate or outside 16-110 | 29 | 0.44 % |
| 02 Less than 12 Hours of Instruction | 2,251 | 34.02 % |
| 02a Zero or Empty Hours of Instruction | 1,076 | 16.26 % |
| 02b Total hours between 1-11 hours | 1,175 | 17.76 % |
| 03 No Highest Year of School/Degree Earned | 1,319 | 19.94 % |
| 03a No Highest Year of School | 1,319 | 19.94 % |
| 03b No Highest Degree Earned | 1,316 | 19.89 % |

Item Description lists 27 data elements that may prevent or contribute to official CAEP outcomes.

- The DIR displays the item count and percentage for each listed item.
- ***Item Percent = Item Count ÷ Students Eligible for Data Integrity***

Quarterly Data Submission Wizard

Quarterly Data Submission (QDS) Wizard

Quarterly Data Submission Wizard in TOPSpro Enterprise will submit the following:

❖ **For California WIOA, Title II: AEFLA:**

- ❖ Quarterly TOPSpro Enterprise Data
- ❖ NRS (National Reporting System) DIR (Data Integrity Report)
- ❖ Payment Points Summary Report (End-of-Year only)
- ❖ End-of-Year Data Submission Letter (End-of-Year only)

❖ **For CAEP (California Adult Education Program):**

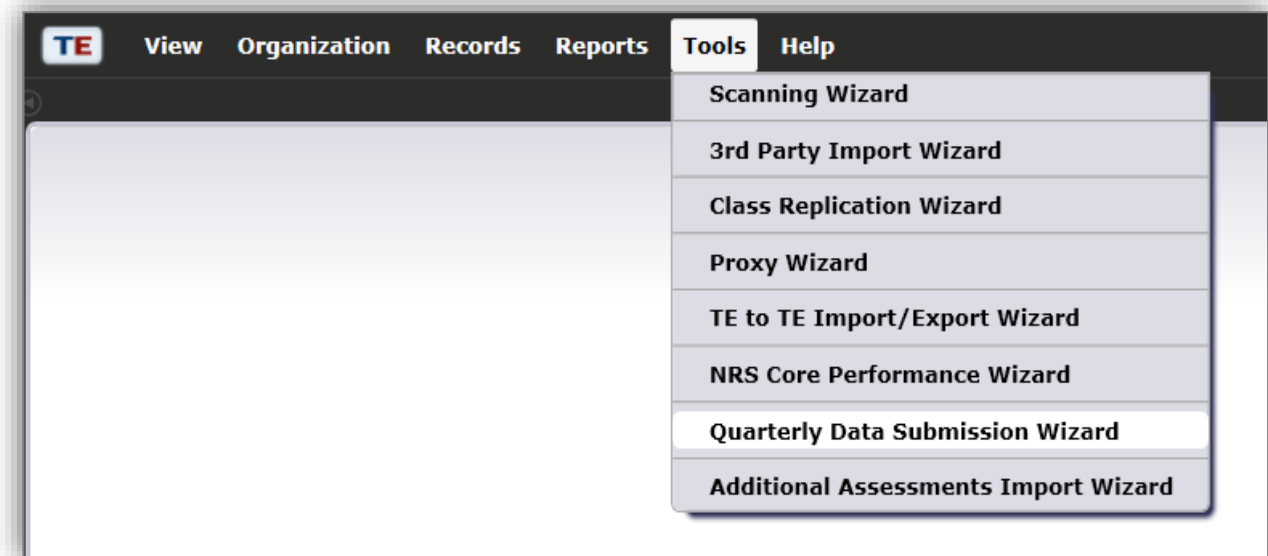
- ❖ Quarterly TOPSpro Enterprise Data
- ❖ CAEP DIR

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

Quarterly Data Submission (QDS) Wizard

1. Prepare your data
 - Finish entering data
 - Generate and review the reports **BEFORE** running the wizard
 - Make any corrections to data
2. Click on **Tools > Quarterly Data Submission Wizard**



Quarterly Data Submission (QDS) Wizard

3. Select Program Year, Data Submission Quarter, and Data Submission Purpose

Quarterly Data Submission Wizard

This wizard is designed to assist **California WIOA, Title II: AEFLA** and/or **California Adult Education Block Grant (CAEP)** funded agencies submit their required Quarterly Data Submissions.

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 End of Year report 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

Quarterly Data Submission Wizard

Please select the appropriate quarter given your selected program year, then click the **Next** button to continue.

The current quarter is selected by default, unless you selected the previous program year. If so, then the last quarter is selected by default.

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

Select Data Submission Quarter: 1 2 3 4 (EOY Submission)

Quarterly Data Submission Wizard

Please choose the Data Submission Purpose, then click the **Next** button to continue.

You can choose between:

- i. WIOA, Title II,
- ii. CAEP,
- iii. Both.

Selected Program Year/Quarter: 7/1/2020 - 6/30/2021, Q1

Selected Data Submission Purpose: WIOA CAEP Both

Cancel << Back Next >>

Quarterly Data Submission (QDS) Wizard

4. Certify that your agency has completed the listed quarterly duties
5. Click **Finish**
6. **Export** and save submitted reports for your records

NOTE: For Quarters 1 through 3, agencies are only allowed to submit **one time** for each purpose. For End-of-Year submissions, the Wizard will allow agencies to resubmit.

The image shows two overlapping windows from the Quarterly Data Submission Wizard. The background window is titled "Quarterly Data Submission Wizard" and displays the "CAEP Data Integrity" page. It includes a date and time stamp (10/13/2020, 13:17:48), page information (Page 1 of 2, AEBGDI), and summary information for the 2020-2021 program year at Rolling Hills Adult School (RHAS), a member of the Capital Adult Education Regional Consortium. A table lists various CAEP duties with their counts, such as "Students in the Services Section" (6775) and "Students not enrolled in the 7 CAEP program" (6775). The foreground window is a confirmation dialog titled "Quarterly Data Submission Wizard" with the following text:

In order to complete and record your quarterly data submission, your agency must certify that you have completed the following duties. Read and check the duties below, then click **Finish** to complete your submission. You will be able to export your submission in the next screen.

Important:

- i. Once you click **Finish**, you will not be able to run this wizard again for this quarter and data submission purpose.
- ii. If the wizard is generated after the deadline, this submission will be marked as "Late Submission."

CAEP Duties: Reviewed and corrected flagged data in CAEP DIR

Comment:

Buttons: Cancel, << Back, Finish

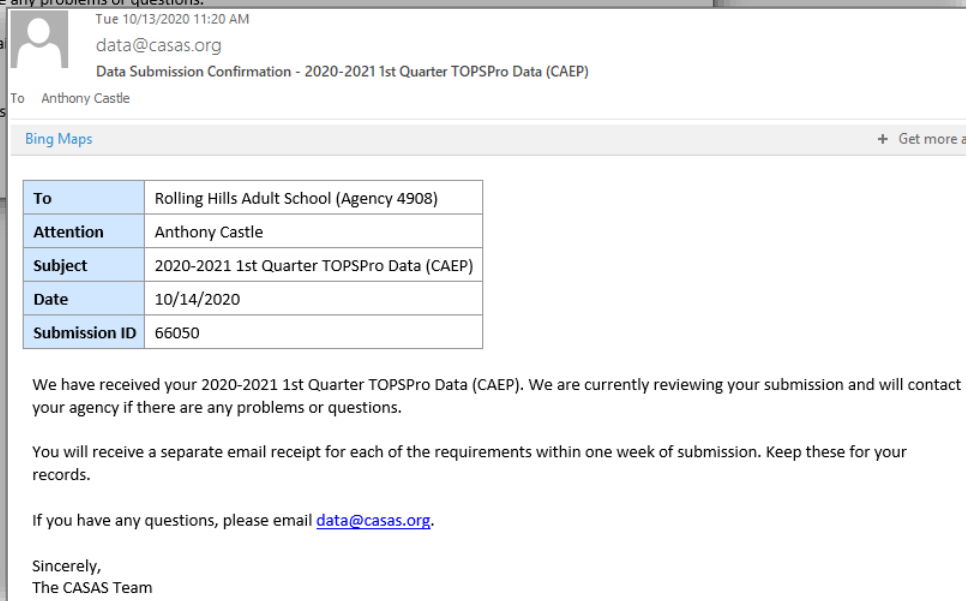
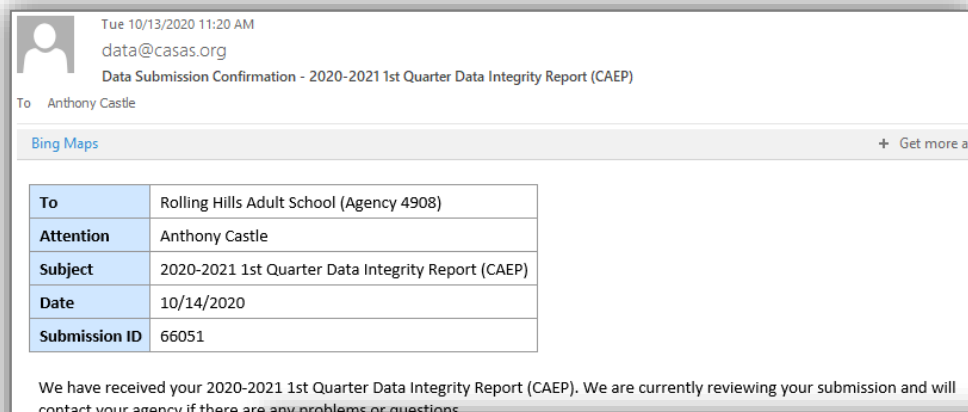
Confirm Your Data Submission

- ✓ Confirm your Reports have been submitted
 - **Organization > Your Agency > Quarterly Data Submissions** under the left Navigator

The screenshot displays the CASAS web application interface. On the left is a 'Navigator' menu with various options, including 'Quarterly Data Submissions' which is highlighted. The main content area shows 'Agency Information' for '4908 - Rolling Hills Adult School (RHAS)' with license number 'CASAS'. Below this is a table titled 'Quarterly Data Submissions' with columns for Program Year, Quarter, Data Submission Purpose, Is Late Submission, Is Reenabled, Last Generation Date, Last Generated By User Account, and Last Generated By User Name. Two rows of data are visible, both for the period 7/1/2020 - 6/30/2021, Q1, with submission purposes WIOA and CAEP.

| Program Year | Quarter | Data Submission Purpose | Is Late Submission | Is Reenabled | Last Generation Date | Last Generated By User Account | Last Generated By User Name |
|----------------------|------------|-------------------------|--------------------|--------------|----------------------|--------------------------------|-----------------------------|
| 7/1/2020 - 6/30/2021 | 20-21 - Q1 | WIOA | No | No | 10/12/20 | administrator0@rhas.org | Administrator 00 |
| 7/1/2020 - 6/30/2021 | 20-21 - Q1 | CAEP | No | No | 10/12/20 | administrator0@rhas.org | Administrator 00 |

Data Submission Confirmation Emails



- Your agency's Primary Contact for CASAS will still receive confirmation of your deliverables via email
- If you have changes to your Primary Contact, Online Main Point of Contact, and other staff changes, email contactinfo@casas.org

Important Links

- **CAEP Beginning of the Year Letter:**
<https://caladulted.org/DownloadFile/1047>
- **CAEP Accountability Basics:**
<https://caladulted.org/Administrators/385>
- **Quarterly Data Submission Wizard Instructions:**
https://www.casas.org/docs/default-source/caacct/quarterly-data-submission-wizard-instructions-september-2020.pdf?sfvrsn=885325a_4?Status=Master
- **Statewide and Regional Network Meetings**
<https://www.caadultedtraining.org>

CASAS Resources

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

Questions?

THANK YOU FOR PARTICIPATING

Nicole Jordan
Senior Data Analyst
njordan@casas.org

Be CASAS Connected
Use #AdultEdu and #CASAScommunity to connect.



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