



# WIA II/EL CIVICS NETWORK MEETING

## January, 2013



**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# WIA II Network Meeting Contents

- CDE Update
- Networking
- Accountability
- Award Nominations
- EL Civics: Technology Plan
- Professional Development and Training Highlights
- Professional Development and Training Details

*CASAS is a vendor of the CDE Adult Education Office*



---

# CDE Update

**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CDE Update

## WIA II Grant Re-application

- Agencies currently funded under the grant may re-apply.
- Application will be posted on the OTAN web site in February.





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CDE Update

## Implementation Guide Survey

- Email announcement with survey link sent to principal contact at each agency Dec. 11th.
- One response per agency to be submitted no later than Jan. 31, 2013.

## New AEO Consultants

- Carmen Martinez-Calderon (Region 7)
- David Stang (Region 3)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CDE Update

- CASAS Winter Consortium will be taped and posted online.
- Field Partnership Team met Dec.6<sup>th</sup>. A list of team members will be included in the next AE Matters newsletter.
- Reminder: GED students should attempt to complete all tests before the new GED tests are in place in 2014.



---

# Networking



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Networking: Open Forum

- Who would like to share practices/curriculum?
- What topics would you like to talk about?



---

# Accountability



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Data & Document Submission Deadlines

## January 31, 2013

- First Quarter Core Performance Follow-up Survey
- Second Quarter Data
- Second Quarter Data Integrity Report (DIR)
- Expenditure Claim Report (Optional)
- EL Civics Technology Plan
- California Accountability Training
- CASAS Implementation Training

*Note: Agencies can check if deliverables have been received by CASAS by going to <http://adulted.otan.us/>>WIA Title II > Deliverables Summary*



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# WIA Title II Training Requirement

- CASAS Implementation and California Accountability trainings are required to be completed by **January 31<sup>st</sup>, 2013**.
- Agencies that have previously completed the CASAS Implementation Training (Basic & Beyond) –can take the following courses to meet the current requirement:
  - CA Payment Points
  - Data Integrity Report
  - NRS/Federal Tables
  - Introduction to CASAS
  - eTests Online
  - Data Detective I, II, III, or IV
- Trainings which satisfy the WIA II requirements are now designated on the training registration Web page.

*Note: Agencies can check if deliverables have been received by CASAS by going to <http://adulted.otan.us/>>WIA Title II > Deliverables Summary*



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# 11-12 Data on Data Portal

- 11-12 Data Now Available on Data Portal
- Go to [www.casas.org/dataPortal/](http://www.casas.org/dataPortal/)
  - Sort by your agency
  - Generate and compare your agency's data for previous years
  - Print/save your results in excel
  - Compare your agency with your county
  - Compare your agency with other agencies of the same size

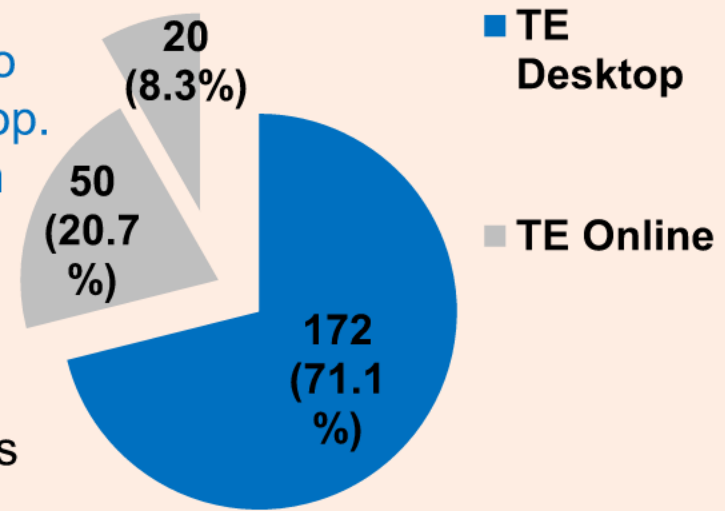




**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# TOPSpro Enterprise (TE) Migration

- **TE desktop:** Software and installation guide has been sent to all agencies requesting TE desktop. CASAS is assisting agencies with all local installation-related questions.
- **TE Online:** CASAS is in correspondence with the agencies requesting TE Online to receive copies of agency data to upload to the online server.
- **Outstanding TE order form:** CASAS has called the remaining agencies that have not yet submitted the order form to request that they do so ASAP. Please return a signed copy of the TE order form to –email at [capm@casas.org](mailto:capm@casas.org) ; Fax (858) 292-2910





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# TOPSpro Enterprise (TE) Migration

CASAS is assisting agencies with these common installation issues:

- Hardware Requirements
- Network Firewall and Microsoft Software Updates
- Migrating from a Desktop to an Online solution for both TOPSpro and eTests
- Data clean-up before migration



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Core Performance Wizard

- Using the *Core Performance Wizard*, a list of randomly selected students will be generated for your agency. You will not be able to re-generate the list. These are the students you must survey for follow-up.

California Core Performance Wizard

Click **Next** to generate the Core Performance report for the Current Program Year and Selected Quarter (the quarters for which you already generated the random samples are disabled.) These reports will display the list(s) of eligible learners for each cohort before the random sampling is applied.

You will also find the lists generated by this wizard in the Agency edit/view screen under Core Performance Measures.

Carefully review the report on the subsequent pages and make sure the pool of students for each table and measure is of the expected size.

- To qualify more learners for the Core Performance Measure: Entered Employment, please make sure that the Labor Force status and the program exit status are completed properly for all learners.
- For the Core Performance Measure: Retained Employment, please make sure that the Labor Force status and the program exit status are completed properly for all learners.
- For the Core Performance Measure: Entered Postsecondary, please make sure that the Highest Diploma and Degree earned, educational results, and the program exit status are completed properly. Also please ensure that the Transition to Postsecondary classes are designated correctly for all learners.

Please select a quarter, then click the **Next** button to continue.

Current Program Year: 7/1/2012 - 6/30/2013  
Selected Quarter:  1  2  3  4



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# DIR Quarterly Check

## Data Integrity Report Quarterly Check

Refer to this *Data Integrity Report Quarterly Check* to determine how often data should be reviewed.

- **Record** show from what records the data originates.
- **Area of Focus** indicates which state or federal reporting requirements are affected.
  - **FT** = Federal Tables
  - **PP** = California Payment Points
  - **CP** = Core Performance Measures Follow-Up
- **Shaded items** correlate to the attached *Data Integrity Report Worksheet*. Use the worksheet to review agency processes and procedures for gathering data and administering tests.

DIR Quarterly Check	Record	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Area of Focus
<b>Total WIA Learners</b> <i>Summarizes all ABE, ESL, and ASE learners with any activity in the selected date range</i>	E, T	X	X	X	X	FT/PP/CP
<b>Total Entry</b> <i>Identifies the number of WIA Title II learners who have an Entry Record</i>	E	X	X	X	X	FT/PP/CP
<b>Total No Entry</b> <i>Number of learners in WIA Title II programs without a record in selected date range</i>	T,U	X	X	X	X	FT/PP/CP
<b>Total No Update</b> <i>Number of learners in WIA Title II programs without a record in selected date range</i>	E			X	X	FT/PP/CP
<b>Total No Test</b> <i>Number of learners in WIA Title II programs without a record in selected date range</i>	E		X	X	X	FT/PP
<b>1. Missing Birth Date or outside 16-100</b> <i>Federal minimum age requirement = 16 Need Birth Date for Fed Tables 2-3</i>	E/3	X	X	X	X	FT/PP/CP
<b>2. Less than 12 Hours of Instruction</b> <i>Federal minimum instructional hours requirements</i>	T/8 or U/5			X	X	FT/PP/CP
<b>3. Concurrently Enrolled K-12</b> <i>Cannot use WIA II funds for concurrently enrolled K-12, but agencies must track with E/U for state</i>	E/14	X	X	X	X	FT/PP/CP

Page 32 of the  
Administrators'  
Handbook

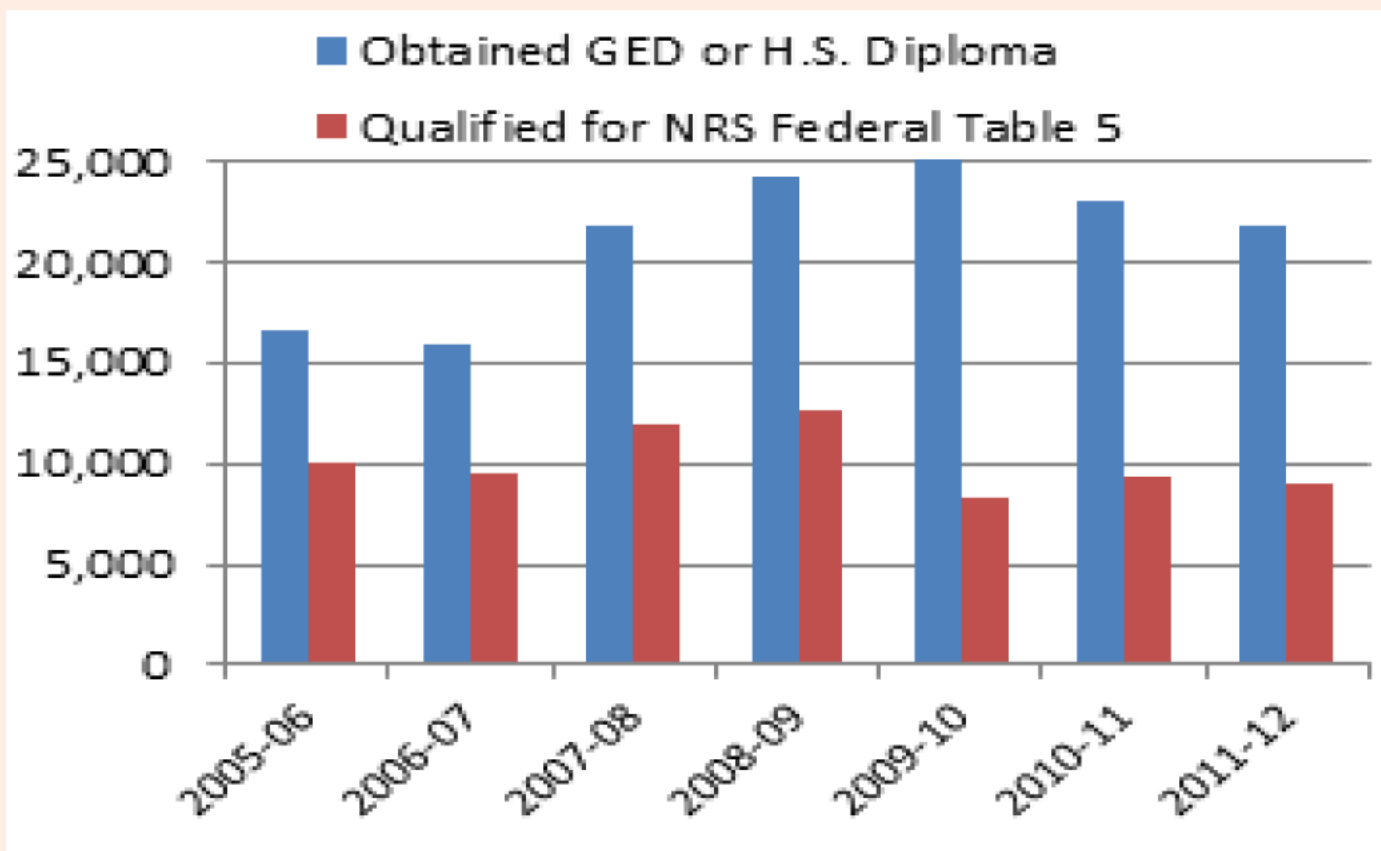
Use this list to  
compare against  
your DIR to find out:

- Why the information is important
- Where to find the information in your TOPSpro database (the Entry Record, Update Record or Test Record)
- How often to check this data



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Payment Points (blue) vs. Federal Table 5 data (red)





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Table 5 data vs. Payment Points

- What causes the difference in the data reported, between Table 5 and Payment Points?






**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Federal Table 5 vs. CA Payment Points: Similarities

1. Age = 16-110 years of age
2. 12 or more instructional hours
3. NOT concurrently enrolled in K-12
4. Completed Entry and Update Record
5. Use of CDE data match to verify GED attainment

			
<b>Table 5</b>			
Core Follow-up Outcome Achievement			
Agency:	4908 - Rolling Hills Adult School	Program Year:	2012-2013
All Student Entry Dates			
Core Follow-up Outcome Measure (A)	Number of Participants in Cohort (B)	Number of Participants Achieving Outcome (C)	Percentage Achieving Outcome (D)
Entered Employment	18	8	44.44
Retained Employment	16	11	68.75
Obtained a GED or secondary school diploma	3	1	33.33
Placed in postsecondary education or training	16	2	12.50
Placed in postsecondary education or training - prior program	0	0	0.00



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Required for Federal Table 5 but not for CA Payment Points

1. Entry Record includes Gender, Race, Ethnicity
2. Qualifying pretest
3. Status = Left Program on learner

## Update Record

⑦	<b>STATUS</b> (Mark one)
<input type="checkbox"/>	Retained in program
<input checked="" type="checkbox"/>	Left program
<input type="checkbox"/>	No show or did not attend at least 12 hours

## Update Record

4. Learner must meet specific criteria for NRS Core Performance cohorts
5. Critical Required fields:
  1. Labor Force Status
  2. Highest Year of School
  3. Highest Degree Earned

## Entry Record

⑮	<b>LABOR FORCE STATUS</b> (Mark one)
<input type="checkbox"/>	Employed
<input checked="" type="checkbox"/>	Unemployed
<input type="checkbox"/>	Not employed and not seeking work
<input type="checkbox"/>	Retired

## HIGHEST DIPLOMA OR DEGREE EARNED (Mark one)

<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	GED Certificate
<input checked="" type="checkbox"/>	High School Diploma
<input type="checkbox"/>	Technical / Certificate
<input type="checkbox"/>	A.A. / A.S. Degree
<input type="checkbox"/>	4 yr. College Graduate
<input type="checkbox"/>	Graduate Studies
<input type="checkbox"/>	Other





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# NRS Obtain Secondary Cohort: GED

1. Attempt all five GED Subsections within the program year
2. Exit Program on Update Record (field #7)
3. CDE data match to determine GED outcomes



---

# Award Nominations



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Awards

- **Making a Difference:**  
*recognizes EL Civics programs that teach skills that empower students to take the initiative to make a difference in the community*
- **Promising Practices:**  
*recognizes activities and strategies implemented by WIA Title II programs that are effective, innovative, creative, and "beyond the basics."*
- **Nominations:**  
Forms available at [www.casas.org/elc](http://www.casas.org/elc)  
Deadline: March 30, 2013



---

# EL Civics

**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# EL Civics Technology Plan

- A deliverable for EL Civics – Civic Participation
- Due on January 31, 2013, submitted online
- Find it at [www.otan.us/adulted/](http://www.otan.us/adulted/)
- Requires a planning team
- Tech Support
  - 1-800-894-3113, [ELCivTechPlan@otan.us](mailto:ELCivTechPlan@otan.us)
- Content
  - Short videos on how to fill out the plan at <http://adulted.otan.us>, scroll to For More Information => El Civics Tech Plan
  - Branka Marceta 916-228-2587 or 800-894-3113 or [bmarceta@otan.us](mailto:bmarceta@otan.us)



---

# Professional Development and Training Highlights

**CALIFORNIA DEPARTMENT OF EDUCATION**  
Tom Torlakson, State Superintendent of Public Instruction



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# 2012-13 CASAS Implementation & Accountability Training\* (Meets CDE Requirement)

- January 24-25 Mt. Diablo Adult Education
- January 29-30 North Orange CCD
  - CASAS Implementation for New Users, a 4 hour session 8:30 a.m. to 12:30 p.m. on Day 1
  - California Accountability for New Users, a 2.5 hour session 1:30 p.m. to 4:00 p.m. on Day 1
  - TOPSpro Basics 8:30 a.m. to 3:30 p.m. on Day 2
- For more details about regional training and to register, please go to [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)

\*also available online



---

# WIA II Network Meeting Reflection





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Reflection

- What will you do with the information from this meeting?
- What are you going to share with...
  - Administrators?
  - Teachers?
  - TOPSpro Enterprise staff?
  - Others?



---

# Professional Development and Training Details



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CASAS Online Facilitated Workshops: California Accountability (meet **CDE** requirement)

Date	Time	Training
Tuesday Jan 8	9:30 – 11:30 AM	Accountability for New Users
Tuesday Jan 8	1:00 – 3:00 PM	Accountability for Experienced Users
Thursday Jan 10	9:30 – 11:30 AM	Accountability for Experienced Users
Thursday Jan 10	1:00 – 2:00 PM	Data Integrity Report
Monday Jan 14	1:00 – 2:00 PM	Data Integrity Report
Tuesday Jan 15	9:30 – 11:30 AM	Accountability for Experienced Users
Wednesday Jan 16	10:00 – 11:00 AM	Data Integrity Report
Thursday Jan 17	9:30 – 11:30 AM	Accountability for New Users
Thursday Jan 17	1:00 – 3:00 PM	Accountability for Experienced Users
Tuesday Jan 22	1:00 – 3:00 PM	Accountability for Experienced Users
Wednesday Jan 30	1:00 – 3:00 PM	Accountability for Experienced Users
Thursday Jan 31	9:30 – 11:30 AM	Accountability for New Users
Thursday Jan 31	1:00 – 2:00 PM	Data Integrity Report

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)

# CASAS Online Facilitated Workshops



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

- TOPSpro Enterprise

Date	Time	Training
Wednesday Jan 9	11:00 AM – 12:00PM	Using TOPSpro Enterprise Listers
Friday Jan 11	10:00 – 11:00 AM	TE Reports
Friday Jan 11	11:00 AM – 12:00PM	TE Reports II
Tuesday Jan 15	10:00 – 11:00 AM	TE Data Exchange
Wednesday Jan 23	10:00 – 11:00 AM	Using TOPSpro Enterprise Listers
Tuesday Jan 29	1:00 – 2:00 PM	TE Reports
Tuesday Jan 29	2:00 – 3:00 PM	TE Reports II

- CASAS eTests (meets CDE requirement)

Date	Time	Training
Tuesday Jan 15	1:00 – 2:30 PM	Introduction to Implementing CASAS eTests® Online

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# OTAN Technology Webinars for January 2013

- **Moodle v2: Using the Lesson Activity**  
Tuesday, January 8, 4p.m. — 5:30p.m.
- **Moodle v2: Create A Course Web Site**  
Thursday, January 10, 3p.m. — 5p.m.
- **“College Transition & Career Dev.” Orientation**  
Friday, January 11, 2:30p.m. — 4p.m.
- **Online Documents: Create, Share and Collaborate**  
Wednesday, January 16, 3p.m. — 4:30p.m.
- **Teaching Online: Web Conferencing and Other Synchronous Tools**  
Thursday, January 17, 3p.m. — 4:30p.m.

**More Workshops, Registration at**  
[www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# OTAN Technology Webinars for January 2013

- **Teaching Critical Thinking for the Internet**  
Tuesday, January 29, 3p.m. — 4:30p.m.
- **Moodle v2: Customizing Your Course and Gradebook**  
Wednesday, January 30, 5p.m. — 6:30p.m.
- **10 Activities Using Google Search for You and Your Students**  
Thursday, January 31, 3p.m. — 4:30p.m.

**More Workshops, Registration at**  
[www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)

# CALPRO Community of Practice



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

- **Integrated and Contextualized Workforce Skills in the ABE/ASE Classroom (Fremont, CA and Online)**
  - **Application Deadline: February 1, 2013**
  - Online Activities – Mid February through early April 2013
  - Interim activities and assignments to occur between face-to-face sessions
  - F2F Sessions: Fridays, March 1 and March 22, 2013; 10:00am–1:00pm
- **Integrated Education and Training (Burbank, CA and Online)**
  - **Application Deadline: February 1, 2013**
  - Online Activities – Late February through April 2013
  - Interim activities and assignments to occur between face-to-face sessions
  - F2F Sessions: March 5 and April 9, 2013; 2:00pm–5:00pm

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CALPRO Face-to-Face Workshops

- **Differentiating Instruction (Corona)**
  - Session 1: January 10, 2013, 2:30pm–5:30pm
  - Session II: February 7, 2013 2:30pm–5:30pm
  
- **Learner Goal Setting in Adult Education (Ontario)**
  - Session 1: January 26, 2013, 9:00am–12:00pm
  
- **Using Questioning Strategies to Improve Instruction (Burbank)**
  - Session 1: January 30, 2013, 6:00pm–9:00pm
  - Session II: February 20, 2013, 6:00pm–9:00pm

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CALPRO Webinar Series

- **Research Webinar - Summarizing and Sentence Combining: Helping Your Students Develop Two Critical Writing Skills**

Facilitators: Dr. Mary Ann Corley, American Institutes for Research

February 6, 2013, 2:00pm–3:30pm

- **Administrators Forum - Enhancing Adult Education Programs Through Points of Entry: Two California POE Demonstrations**

Facilitators: Angela Hatter, Principal, Parolee Education Program, Contra Costa County Office of Education *and* Renee Collins, Program Administrator, Elk Grove Community and Adult Education

February 20, 2013, 2:00pm–3:00pm

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CALPRO e-CoP Webinar Series

- **Integrating Basic Skills with Vocational Training: An Overview of Four IET Models**  
Facilitators: Corle Huffman and Carolyn McGavock, Instructors, San Diego Community College District  
January 29, 2013, 12:30pm–1:30pm
- **Developing ESL Students' Workforce Skills in the Multilevel Classroom**  
Facilitator: Jennifer Gaudet, ESL Instructor, Santa Ana College  
February 27, 2013, 2:00pm–3:15pm
- **Identifying Students' Needs and Monitoring Students' Progress in ABE Reading**  
Facilitators: Dave Coleman, LAUSD, and Jennifer Block, Oakland Unified School District  
March 14, 2013, 3:00pm–4:15pm

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CALPRO Facilitated Online Courses

- **Designing Programs for Adults with Learning Disabilities,  
Session 1: Awareness for Adult Educators**  
January 24–February 20, 2013
- **Using Questioning Strategies to Improve Instruction,  
Session 1: Questioning Strategies that Improve Cognition**  
January 28–February 25, 2013
- **Enhancing Learner Persistence**  
February 4–March 3, 2013
- **Integrated Education and Training**  
February 14–March 27, 2013

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CALPRO Facilitated Online Courses (continued)

- **Managing the ESL Multilevel Class**  
February 25–March 24, 2013
- **Optimizing ESL Instructional Planning**  
February 25–March 22, 2013
- **Integrated and Contextualized Workforce Skills in the ESL Classroom**  
February 26–March 25, 2013
- **Designing Programs for Adults with Learning Disabilities, Session 2**  
February 28–March 27, 2013
- **Understanding the Adult Learner**  
February 28–March 27, 2013

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Self-Directed Online Courses (not facilitated)

- **Math Instructional Strategies (available Jan. 2013) - NEW!**
- Adult Learning and Development
- Learner Goal Setting in Adult Education Programs
- Learner Persistence
- Orientation for New ABE Teachers
- Orientation for New ESL Teachers

Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Additional CALPRO Online Resources in Professional Learning

- **Three Virtual Workrooms**

*Best Practices in ABE Reading Instruction*

*Workforce Readiness*

*Multilevel ESL Instruction*

<http://www.calpro-online.org/VirtualWorkroom/default.asp>

**Electronic Community of Practice (e-CoP)** (companion to Virtual Workrooms): <http://calproecop.groupsites.com>

- **Self-Assessments and Professional Development Plans**

**Overview:** <http://www.calpro-online.org/competencies/selfassessments.asp>

**Instructors:** <http://www.calpro-online.org/Assessmenttest/>

**Administrators:** <http://www.calpro-online.org/ManagementAssessment/Login.aspx>

- **Video Library**

<http://www.calpro-online.org/onlinevideolibrary.asp>



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Upcoming Conferences

- Technology and Distance Learning
  - February 22-23, Berkeley Adult School
- Los Angeles Regional CATESOL Conference
  - March 2, 2013, USC
- CCAE State Conference
  - April 18-20, Sacramento