



Tips to Navigate the NEDP

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NEDPC Conference

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Agenda

Welcome

- Decoding the Competency Tree
- Remote Access
- Frequently Asked Questions
- Helpful Tips
- Staff Resources
- Reports
- Questions

Decoding the Competency Tree

■ Important Graphics

◆ National External Diploma Program®



Personnel: Client: Logout Change



National External Diploma Program®

Personnel: App Admin Logout

Staff

Clients

Test Audio

Reports



National External Diploma Program®

Personnel: Client: Logout Change

● Cultural Literacy

Competency	Status	Demonstrated
▶ 1. Understanding Plagiarism		0/0/10
Activity A	Not Started	0/0/8
Activity B	Not Started	0/0/2
▶ 2. Reading Literature		0/0/15
Activity A	Not Started	0/0/15



full screen view

Decoding the Competency Tree

Expanded View:

● Cultural Literacy		
● Competency	Status	Demonstrated
▶ 1. Understanding Plagiarism		0/0/10
Activity A	Not Started	0/0/8
Activity B	Not Started	0/0/2
▶ 2. Reading Literature		0/0/15
Activity A	Not Started	0/0/15
▶ 3. Analyze Film Elements		0/0/11
Activity A	Not Started	0/0/8
In-Office Check	Not Started	0/0/3
▶ 4. Analyze Political Media Messages		0/0/9
Activity A	Not Started	0/0/9
Reflection	Not completed	

Decoding the Competency Tree

Collapsed View:

● Cultural Literacy		
⊕ Competency	Status	Demonstrated
▼ 1. Understanding Plagiarism		0/0/10
▼ 2. Reading Literature		0/0/15
▼ 3. Analyze Film Elements		0/0/11
▼ 4. Analyze Political Media Messages		0/0/9
Reflection	Not completed	

⊕ Cultural Literacy		
● Health Literacy		
● Competency	Status	Demonstrated
▶ 1. Disaster Preparedness		0/9/10

Decoding the Competency Tree

■ Activity Level - Assessor view

Label

- Not Started [Not Required]
- Started
- Submitted
- Demonstrated/Not Demonstrated
- Not Demonstrated/Started
- Portfolio Review

Control

- Client
- Client
- Assessor
- Assessor after evaluated
- Client after Release Results
- Client (PTA only)
- Portfolio Reviewer

Decoding the Competency Tree

■ Activity Level - Assessor/Portfolio Reviewer view

Label

- Portfolio Review
- Review Completed (competency level)
- Not Demonstrated
- Demonstrated/Confirmed

Control

- Portfolio Reviewer
- Portfolio Reviewer
(discussion between A/PR)
- A/PR before Release PR Results
(Client view=Portfolio Review)
- Client after Release PR Results
- work finalized

Decoding the Competency Tree

The number sequence tells you (l-r):

- How many items the Portfolio Reviewer scored D
- How many items the Assessor scored D
- Number of items in the Competency/Activity

● Consumer Awareness		
● Competency	Status	Demonstrated
▶ 1. Consumer Products		0/0/10
Activity A	Not Started	0/0/2
Activity B	Not Started	0/0/6
In-Office Check	Not Started	0/0/2

Reviewer's Score / Assessor's Score / Number of Items

Remote Access

- Set-up a Zoom (or other platform) meeting with your client prior to 1st actual WP or IOC meeting
- While you can have the client share their screen without making them the **cohost**, the audio doesn't always pick up the Assessor using this method
- When conducting an audio IOC using an Apple computer, be sure the client is using Chrome and not Safari
- Audio does not work on an iPad

Frequently Asked Questions

- Written Prompt ended abruptly for my client and I want them to continue with the same prompt
 - Log back on
 - Click **Resume** on Form/Date of WP that ended abruptly or **Resume Remote WP** for remote users



- Click **Resume Test**

- Be sure to check your work.
- Be sure to do your own work and complete it independently.
- When you are ready to begin writing, click **Begin**.
- When you have completed your essay, click **Finish**.



Frequently Asked Questions

- Client has passed all three of the closed diagnostics but cannot enter Generalized Assessment

No diagnostic record found

Please check with your Advisor or Assessor. Your diagnostic record needs to be updated before you can enter Generalized Assessment.

OK

Form
185R
39M
902W

Frequently Asked Questions

- My client said they submitted their open diagnostics but they're not showing a date on the Diagnostics page

Open Diagnostic Instruments	Date Submitted
O*NET:	<input type="text" value="MM/DD/YYYY"/>
Self-Assessment Checklist (SAC):	<input type="text" value="MM/DD/YYYY"/>
Technology Self-Assessment Checklist:	<input type="text" value="MM/DD/YYYY"/>
College and Career Competency Inventory (CCCI):	<input type="text" value="MM/DD/YYYY"/>

- Be sure they clicked **Save and Submit** and not **Save and Exit**

Frequently Asked Questions

- My client submitted the SAC and Tech SAC, but the reports are blank.
 - Be sure to check at least one ability level before generating the report.

Self-Assessment Checklist Report

Agency:

Site:

Client:

Show Exited Ability: I don't know this

Show Completed I need a lot of practice

I need some practice

I know how to do this

Frequently Asked Questions

- How can I receive notification emails?
 - Click **Update** on your staff record on the Staff screen
 - Check **Opt In** for all email notification you need/want

Staff: Advisor Trainee

*Code:

*First Name:

Middle Name:

*Last Name:


*Email:

Email Notification	Opt In	Opt Out
Client Submits Comp. Area	<input checked="" type="radio"/>	<input type="radio"/>
Portfolio Review	<input checked="" type="radio"/>	<input type="radio"/>
WEU Alerts	<input type="radio"/>	<input checked="" type="radio"/>
Written Prompt Scoring	<input type="radio"/>	<input checked="" type="radio"/>

Update
Cancel
Change Password

Frequently Asked Questions

- I work for more than one agency, how can I change my default (primary) agency?

Roles for Staff: Agency Admin 

Role	State	Agency	Site	Primary Agency
Site Staff	California	ABC Agency	Site 1	<input type="radio"/>
Site Staff	California	XYZ Agency	1 Site	<input checked="" type="radio"/>

- Use the filter feature on the Clients screen to toggle between agencies

Frequently Asked Questions

- How can I remove a staff member from my agency?
 - Delete their Role at your agency
 - Do not Delete the entire staff record

Staff

Filter by:

Staff Code	User Name	Staff Name				
12121212	testassessor@practice.com	Advisor Trainee	Update	Roles	Certifications	Delete
Primary	primary@casas.org	Primary Agency Admin	Update	Roles	Certifications	Delete

Roles for Staff: Advisor Trainee

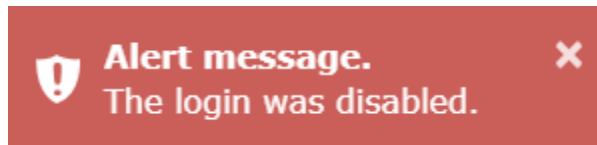
Role	State	Agency	Site	Primary Agency	
Site Staff	California	1 CASAS - NEDP	San Diego	<input type="radio"/>	Delete

Frequently Asked Questions

- My name isn't showing up in the drop-down menu for Reviewer
 - **Screen:** Staff/Certifications
(NEDP Advisor/Assessor)
 - **Report:** Staff Report
- Where can I find the last time my client logged in?
 - **Screens:** Update or Outcome Data
 - **Reports:** Client Status, Client Time on Task, and Assignment Report

Frequently Asked Questions

- My client receives this message when logging in



- Uncheck the **Login Disabled** checkbox on the Outcome Data screen

Outcome Data
Client: CASAS QA Client

Completion Date: Date Exited Program:
(prior to completion)

Core Follow-Up Outcomes: Retained:
(choose all that apply)

Reasons for Exiting before Completion: **Login Disabled**
(choose all that apply)

Entered employment Met Additional Goal (Other than H.S. Diploma)
 Retained employment Moved
 Obtained high school diploma Lack of transportation
 Entered postsecondary education/training Lack of child care
 Schedule conflict
 Family problems
 Own health problems
 Lack of interest
 Administratively separated
 Did not meet expectations
 Other:

Last Login Date: 04/12/2021

Frequently Asked Questions

- Can my client change their film or story after they submit
 - No, be sure to tell clients that they cannot change the film or story once Cultural Literacy has been submitted
 - They can change the film or story at any time up until they do their first submit
 - If they want to submit CL before attempting Film or Literature, do not make a selection on these competencies

Helpful Tips

- Assessment accommodations for those with documented disabilities need to be approved prior to entering Diagnostics
- Make sure your client is only logged in to ONE computer or browser at a time. Being logged in more than once can result in lost work.
- Exit clients to keep data current
- Check your agency listing on the Locations tab at www.nedp.org for accuracy

Staff Resources

- NEDP News
 - Helpful tips
 - Information
 - Individual copies plus searchable PDF of all copies online
- Professional Development Webinars
 - Recordings are kept of all past webinars
- Release Notes
 - Individual copies plus searchable PDF of all copies online

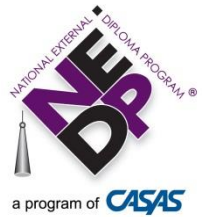
Note: All can be found on NEDP Professionals

Staff Resources

- NEDP User Guide
- NEDP Quick Guides
 - Diagnostic Phase
 - First Generalized Assessment Meeting
 - First In-Office Check
- NEDP Sample Competency
 - Activities
 - IOC
 - Evaluation

Note: All can be found on NEDP Professionals

Reports



 a program of   

Personnel: Agency Admin Log Out
Build 1.34.02

- Client Level Reports**
 - Client Assessment Reports ▶
 - Client Diagnostic Reports ▶
 - Client Status
 - Client Time on Task Report
 - Portfolio Review Reports ▶
- Agency Level Reports**
 - Agency Hours Report
 - Assignment Report
 - Enrollment Report
 - NEDP Participant Tables ▶
 - Staff Report
 - Yearly Statistical Report

Site Staff

Agency Admin

Questions



Thank You for Attending!

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- Tech Support email: NEDPsupport@casas.org
For practitioners ONLY. Clients must work with their Advisors and Assessors.
- CASAS Tech Support: 800-255-1036, press option #2