

## CASA Implementation by David Dumble

On July 1, 1998, all UC Cooperative Extension offices began to report their affirmative action contact data and outreach efforts through the CASA system (22 counties were on the CASA system starting in 1997). The CASA system is designed to alleviate the last minute headaches associated with the CEMIS reports by allowing data to be input at any time throughout the year. CASA also automatically computes the percentages of potential and actual contacts and indicates when the percentages are not within 80% of parity. This can provide instant feedback on how actual contacts compare to an advisor's baseline data.

While the temptation to treat CASA reporting like CEMIS and wait until the last minute may be overwhelming, there are several reasons why everyone should start using CASA as soon as possible. As already noted, CASA can provide immediate feedback as to how actual contacts relate to potential contacts, making it easier to achieve parity. Because CASA stores the data at a remote site in Emeryville, contact data can't be lost, destroyed or misplaced once it is entered.

And finally, since the June 30, 2000 deadline can not be waived, early in-putting of data will alleviate an "April 15th" like rush on June 30, 2000 which may cause difficulties in accessing the system.

If you are experiencing any technical problems in using the CASA system, please contact Chris Hanson at (510) 987-0628. If you have any non-technical questions regarding the use of the CASA, system please contact David Dumble at (510) 987-9345.

Remember, any data that is not input by 5:00 P.M. on June 30, 2000 can NEVER be included in your 1999-2000 annual compliance report!