Quarterly Data Submission Wizard eTests TOPSpro

Quarterly Data Submission Wizard Instructions

Quarterly Data Submission Wizard in TOPSpro Enterprise will submit the listed quarterly deliverable requirements for funded programs below:

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)

CAEP (California Adult Education Program)

- Quarterly TOPSpro Enterprise Data
- CAEP DIR

Step 1: Prepare your data

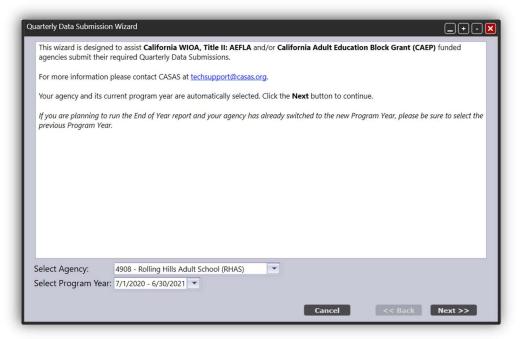
- A. Finish entering all data for the quarter including program hours, services, barriers, enrollment data, pre-/post- assessments, additional assessments, etc.
- B. Generate and review the reports to be submitted.
 - a. <u>NRS DIR:</u> Reports > Data Management > NRS Data Integrity
 - <u>Payment Points Summary Report</u>: Reports > State Reports > California > Payment Points
 - c. <u>CAEP DIR:</u> Reports > State Reports > California > CAEP Data Integrity
- C. Make any necessary corrections to your data <u>before</u> completing the Wizard.

Step 2: Run the Quarterly Data Submission Wizard

A. In TOPSpro Enterprise (TE), go to Tools > Quarterly Data Submission Wizard

Е	View	Organization	Records	Reports	Tools Help
					Scanning Wizard
					3rd Party Import Wizard
					Class Replication Wizard
					Proxy Wizard
					TE to TE Import/Export Wizard
					NRS Core Performance Wizard
					Quarterly Data Submission Wizard
					Additional Assessments Import Wizard

B. In the pop-up screen, select your agency and the Program Year. Click **Next**. *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.*



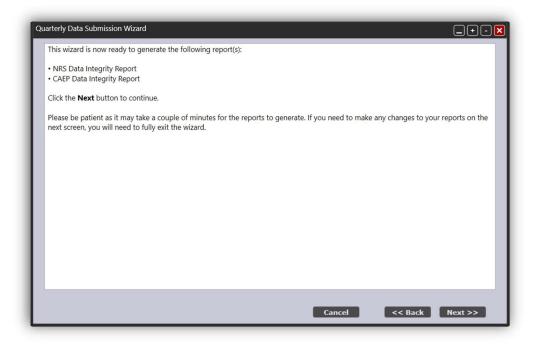
C. Select the **Data Submission Quarter**, then click **Next**. If the Data Submission Quarter is greyed out, it is too early to submit.



D. Select the **Data Submission Purpose**. You have the choice to submit for WIOA II data submission, CAEP data submission, or both. If your agency is only funded for one area, you may not see this screen. Click **Next.**

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 N	lext >>

E. Read the screen prompt for a list of the reports that will be generated. Click Next.



F. Review the generated report(s) and click **Next** through all report screens. If any changes need to be made to your data, click **Cancel** to fully exit the wizard. All changes will need to be made outside the wizard.

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09/17/2020 11:51:57	NRS Dat	a Integ	grity						Page :	1 of 2 SDIR2	
Agency: 4908 - Rolling Hills Adult School (RHAS)			Progr	am Year	2020	-2021					
Summary Information	Without PoP	2020-2	2021	PoP	1	PoP	2	PoP	3 1	PoP 4	1
Total WIOA Title II Learners	529		5,660		5,131		136		2		(
Learners Concurrently Enrolled in High School/K12	0		2		2		0		0		1
Total Learners eligible for WIOA Title II	529		5,658		5,129		136		2		1
		Last Po Current En		PoP	1	PoP	2	PoP	3	PoP 4	v.
Item Description											
01 Missing Birthdate or outside 16-110		17	0%	111111	1111	inni i	11111	111111		uuun	111
02 Less than 12 Hours of Instruction		1,889	33%	1,356	26%	51	38%	0	0%	0	09
02a Zero or Empty Hours of Instruction		803	14%	287	6%	9	7%	0	0%	0	09
02b Total hours between 1-11 hours		1,086	19%	1,069	21%	42	31%	0	0%	0	09
03 No Highest Year of School/Degree Earned		1,164	21%								
03a No Highest Year of School		1,164	21%	11111				1111			
03b No Highest Degree Earned		1,161	21%								
04 No Gender		20	0%	1111.	1111	11111		(1111)	1111		
05 No Race/Ethnicity		20	0%								
06 Total Reported Labor Force Status		5,640	100%								
06a Total 'Employed'		2,451	43%								
06b Total 'Employed with notice'		23	0%	1111				1111	1111		
06c Total 'Unemployed'		2,511	44%								
06d Total 'Not in Labor Force'		655	12%								

You can **Export** or **Print** these pages from these screens using the buttons at the top left corner. You will also have the opportunity to export these reports at the end of the Wizard.



G. On this screen, you will certify that your agency has completed the listed quarterly duties. Read through the duties and check the box to confirm. Agencies have the option to add comments regarding their submission. Click Finish. Once you click Finish, your submission will be officially recorded.

	ete and record your quarterly data submission, your agency must certify that you have completed the following duties. Re duties below, then click Finish to complete your submission. You will be able to export your submission in the next
	u click Finish, you will not be able to run this wizard again for this quarter and data submission purpose. zard is generated after the deadline, this submission will be marked as "Late Submission."
WIOA Duties:	Recorded all attendance hours in TE Reviewed and corrected flagged data in NRS DIR Ran NRS Core Performance Wizard to save exit population Sent survey invitations for Employment and Earnings Started follow up with students who didn't respond to survey
CAEP Duties:	Reviewed and corrected flagged data in CAEP DIR
Comment:	
	Cancel << Back Finish

H. Export your submission and click Exit to complete the Wizard.

uarterly Data Submission Wizard			_+-
Your agency's quarterly data submission was successfully generated and reco	rded.		
Click the Export button and save your reports for your agency's records.			
Click the Exit button to exit the wizard.			
Export	J		
	Cancel	<< Back	Exit

Step 3: Review and Confirm your submission(s)

A. You can review your current and previous submissions under **Organizations** > double click your agency > Click **Quarterly Data Submissions** under the Navigator bar.

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Agencies 4908 - Rolli	ng	Hil 📘					
Navigator	ņ	New 🗎 Save 開	Cancel 🥝	Dele	ete 🗙 🛛 Duplicate	h 🕢 🕙 🚺	/ 1 🕞 🕞 🛛 Go T
Access Groups Registered Students Students by Program Year Class Definitions Personnel		Agency Info Agency: CDS/Vendor Code:	4908 - Rollin		Adult School (RHAS) Funding Sources:	Section 231: ABE/ EL Civics: Civic Par	
NRS Core Performance Students		WTUs Available:	4018				
Surveys		Quarterly Data	Submissio	ons			
Invitations		New 🛢 Subsite	_	_	Columns 🔟 So	rt 💱 Delete 🔀	Batch Delete
Survey Invitation Sets Data Sharing Requests Data Sharing Responses		▼1 Program Yes	ar 🔽 Qu	arter	Data Submission Purpose	 ↓ Is Late Submission ▼ 	
Testing Session Templates		7/1/2020 - 6/30/202	1 20-21	Q1	WIOA	No	No
Testing Sessions	=	7/1/2020 - 6/30/202	1 20-21	Q1	CAEP	No	No
Testing Stations							
Student Documents							
Core Performance Population							
Quarterly Data Submissions							

B. Double click on any submission to review the details including the generation date, the user who completed the Wizard, and a copy of the reports generated.

	rly Data Submi	ssion mon	lation		
gency:	4908 - Rolling Hill	ls Adult School (I	RHAS)		
rogram Yea	ar: 7/1/2020 - 6/30/2	.021	Data Submission Quarter: 20-21 - Q1 Data Submission Purpose	WIOA	
ast Generat Late Subm Genera		Last Gen Is Reena	nerated By: <u>Administrator 00</u> Ibled: No		
uarterly Da Date	ata Submission Gene	rations: Comment	Duties Section	Reports Section	

Frequently Asked Questions (FAQs):

- 1. I don't see the Quarterly Data Submission Wizard under Tools. How do I get access? Ask your agency's Data Manager to provide you access.
- 2. How many times can I run the Wizard? Am I able to resubmit? For Quarters 1 through 3, agencies are only allowed to submit one time for each purpose (once a quarter for WIOA, Title II and once each quarter for CAEP). For End-of-Year submissions, the Wizard will allow agencies to resubmit.
- Does the Wizard complete the Employment and Earning Requirement for WIOA, Title II? No, the Quarterly Data Submission Wizard does not complete the Employment and Earnings Requirement. Those steps will need to be completed separately.
- 4. What about the End-of-Year Certification Letter?

The Quarterly Data Submission Wizard at the end of the program year will generate the End-of-Year Certification Letter.



Last Updated: September 2020