

Quarterly Data Submission Wizard Instructions

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

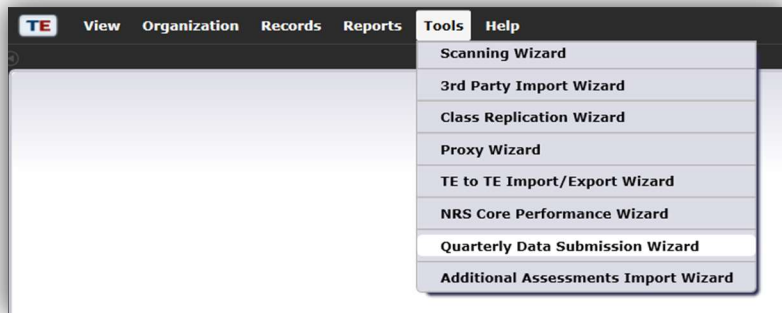
- ❖ **California WIOA, Title II :AEFLA**
 - Quarterly TOPSpro Enterprise Data
 - NRS (National Reporting System) DIR (Data Integrity Report)
 - Payment Points Summary Report (End-of-Year only)
 - End-of-Year Data Submission Letter (End-of-Year only)
- ❖ **CAEP (California Adult Education Program)**
 - Quarterly TOPSpro Enterprise Data
 - CAEP DIR

Step 1: Prepare your data

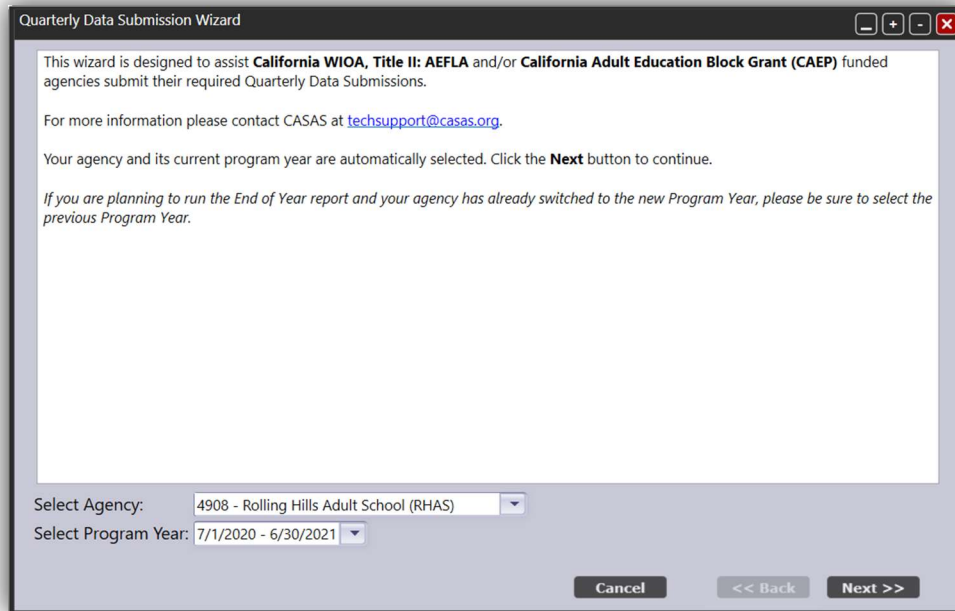
- A. Finish entering all data for the quarter including program hours, services, barriers, enrollment data, pre-/post- assessments, additional assessments, etc.
- B. Generate and review the reports to be submitted.
 - a. NRS DIR: Reports > Data Management > NRS Data Integrity
 - b. Payment Points Summary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

Step 2: Run the Quarterly Data Submission Wizard

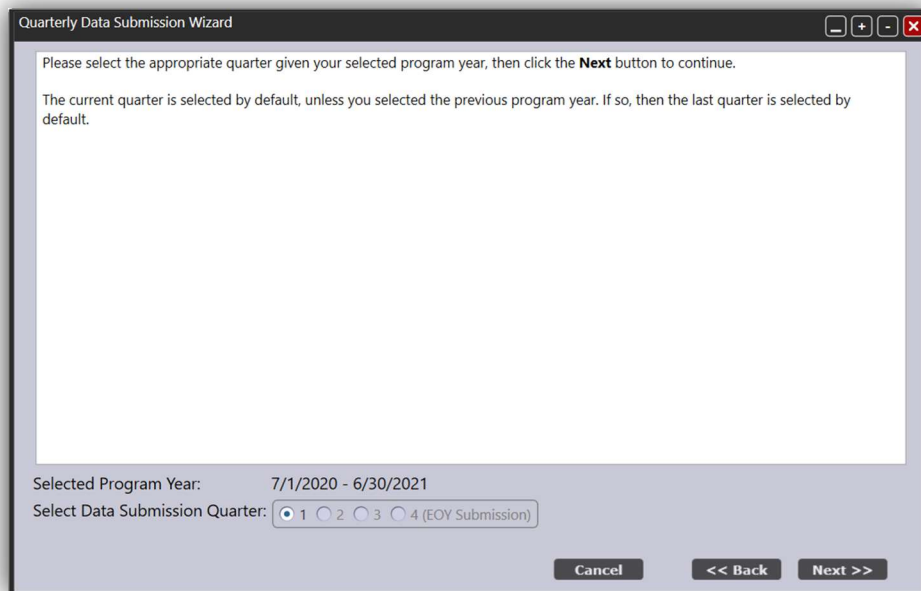
- A. In TOPSpro Enterprise (TE), go to **Tools > Quarterly Data Submission Wizard**



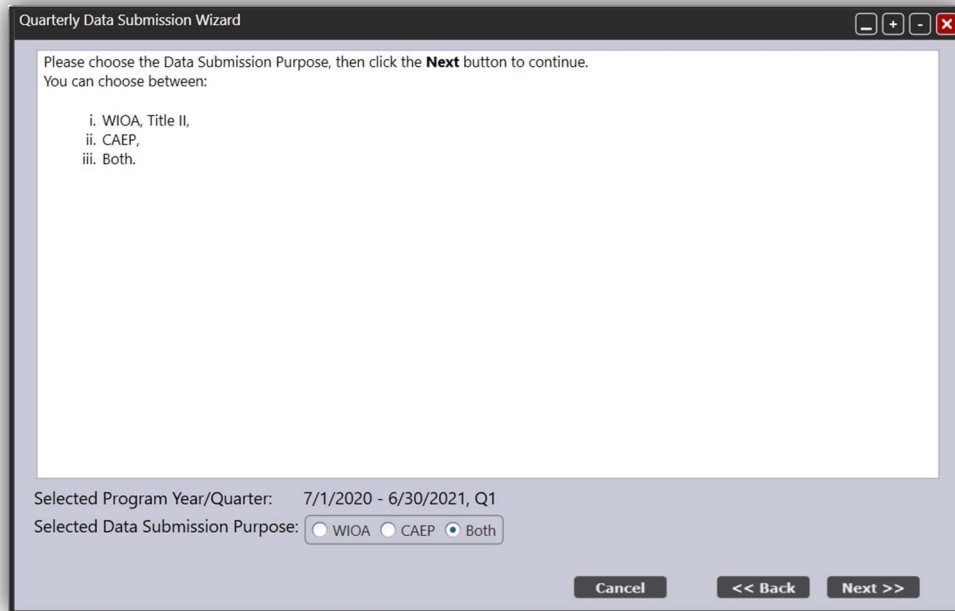
- B. In the pop-up screen, select your agency and the Program Year. Click **Next**. *If you are planning to run the End of Year report and your agency has already switched to the new Program Year, please be sure to select the previous Program Year.*



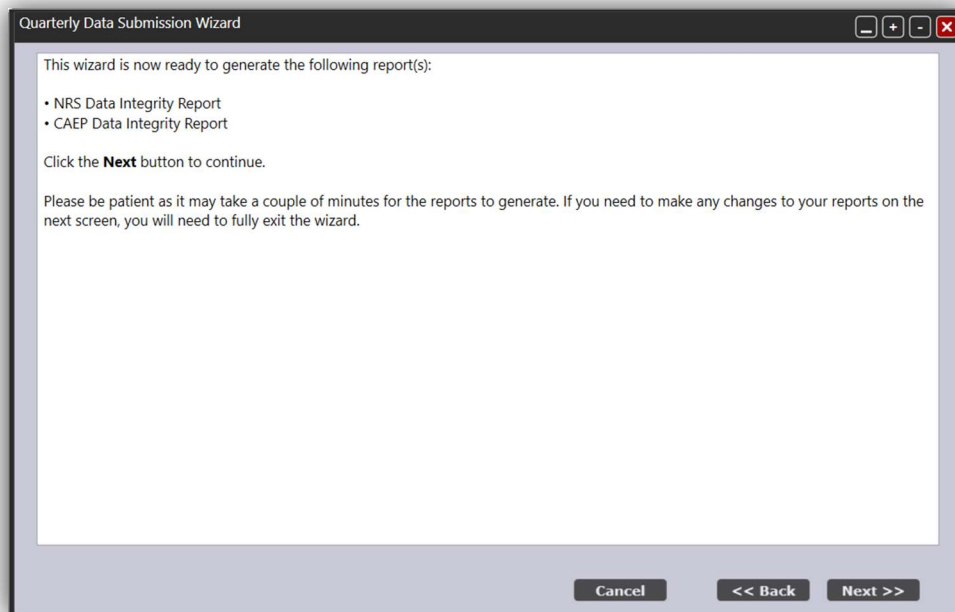
- C. Select the **Data Submission Quarter**, then click **Next**. If the Data Submission Quarter is greyed out, it is too early to submit.



- 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**.



- 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.

Quarterly Data Submission Wizard

Export Print

NRS Data Integrity

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by Agency

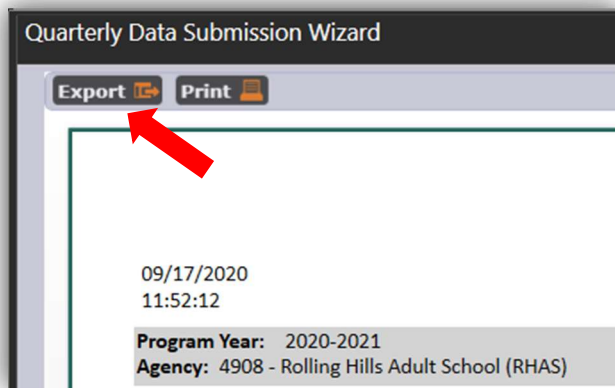
Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2020-2021

Summary Information		Without PoP	2020-2021	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners		529	5,660	5,131	136	2	0
Learners Concurrently Enrolled in High School/K12		0	2	2	0	0	0
Total Learners eligible for WIOA Title II		529	5,658	5,129	136	2	0

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	17	0%								
02	Less than 12 Hours of Instruction	1,889	33%	1,356	26%	51	38%	0	0%	0	0%
02a	Zero or Empty Hours of Instruction	803	14%	287	6%	9	7%	0	0%	0	0%
02b	Total hours between 1-11 hours	1,086	19%	1,069	21%	42	31%	0	0%	0	0%
03	No Highest Year of School/Degree Earned	1,164	21%								
03a	No Highest Year of School	1,164	21%								
03b	No Highest Degree Earned	1,161	21%								
04	No Gender	20	0%								
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%								
06c	Total 'Unemployed'	2,511	44%								
06d	Total 'Not in Labor Force'	655	12%								

Cancel << Back Next >>

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.

Quarterly Data Submission Wizard

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."

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:

Buttons: Cancel, << Back, Finish

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

Quarterly Data Submission Wizard

Your agency's quarterly data submission was successfully generated and recorded.

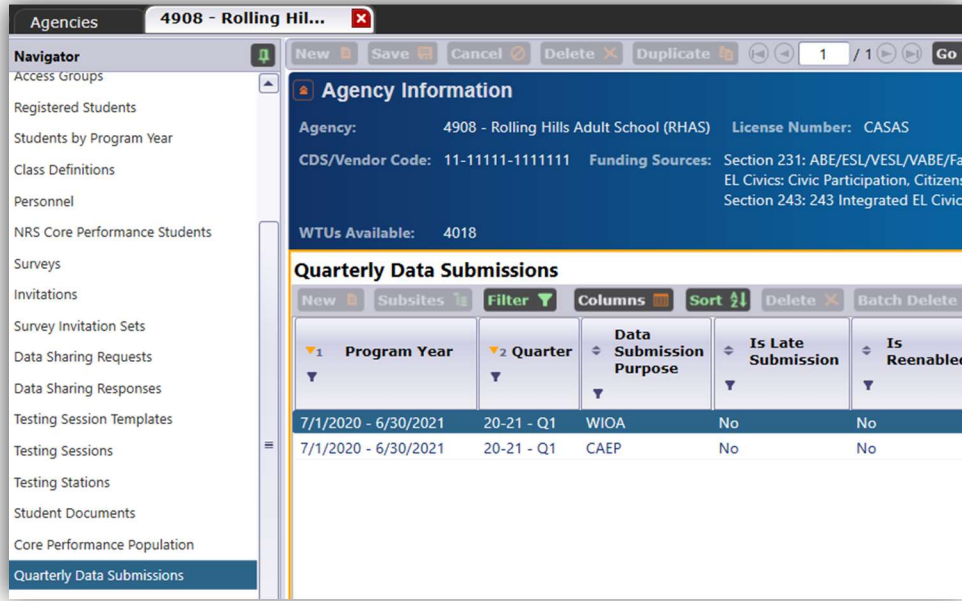
Click the **Export** button and save your reports for your agency's records.

Click the **Exit** button to exit the wizard.

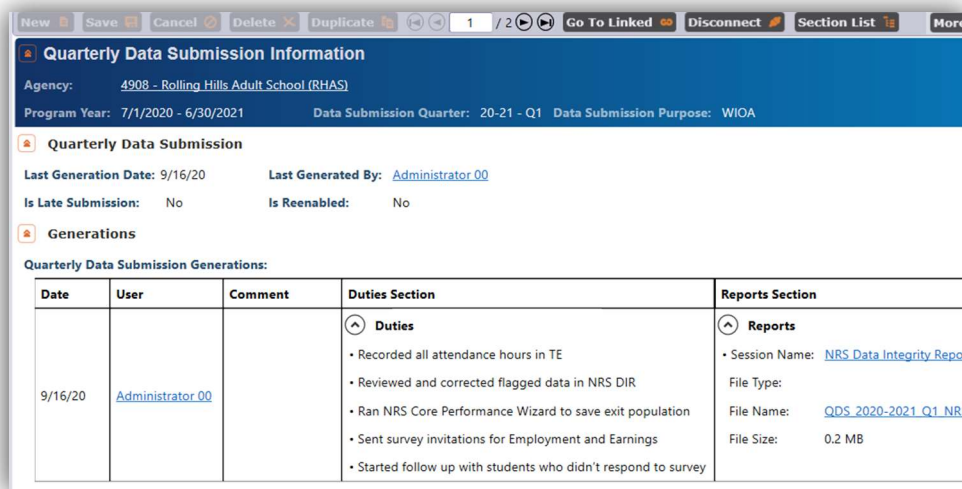
Buttons: Export, Cancel, << Back, Exit

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.



- 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.



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.

3. 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