



August 25, 2021

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: Fiscal Year 2021–22 Program and Accountability Requirements for Student Outcome Data Collection and Submission

This memorandum is to advise local recipients of the California Adult Education Program (CAEP) funds of accountability requirements in the 2021–22 Program Year. This letter and the supporting documents outlining data collection, reporting, and due dates for data deliverables are located in the [Student Data Collection and Reporting](#) section of the adult education website and will provide further clarification and details on program accountability requirements. Failure to comply with any requirements or deliverable deadlines will be cause for withholding Adult Education Program apportionment payments until requirements are met and performance is considered satisfactory.

Data Accountability Requirements

Consortia receiving Adult Education Program funding from the California Department of Education (CDE) and the California Community College Chancellor's Office (CCCCO) for the 2021–22 program year must submit the required student data. The CDE and CCCCCO require all Adult Education Program agencies to use the following systems to track adult learner progress in the six authorized program areas and report achievements from the six-outcome areas designated by Education Code Section 84913.

- K12 agencies, County Offices of Education (COE), and Joint Powers Authority (JPA) are required to use TOPSpro® Enterprise to collect and report adult learner demographics, instructional hours, barriers, and program outcome information.
- California Community College Districts (CCDs) are required to use the Chancellor's Office Management Information System (MIS) to enter their adult learner demographics, instructional hours, barriers, and program outcome information. (See enclosed FAQs on MIS reporting).

Note: CCDs that receive WIOA II funding for services under the Adult Education and Family Literacy Act (AEFLA) are required to collect and report all adult learner demographics, barriers, and program outcomes for all adult learners enrolled in their WIOA II funded programs using TOPSpro® Enterprise. In addition, CCDs receiving WIOA II funding must enter all adult learner demographics, barriers, and program outcomes into their MIS system. Finally, CCDs that are WIOA Title II grantees will continue to collect and report CASAS assessment results using TOPSpro® Enterprise.

Data Accountability Training

The Adult Education Program Office has contracted with the Sacramento County Office of Education (SCOE) to create the Technical Assistance Project (TAP), which offers online and in-person trainings regarding a variety of topics, including meeting Adult Education Program accountability requirements, implementing approved assessments, and using the two data collection systems. The state office strongly encourages local agencies to attend all available online and in-person accountability training, and to adopt a team approach for trainings and continuous improvement in managing student data outcomes. Positive student learning outcomes drive future grant funding in California's delivery system. More details regarding training sessions are available on the [Events](#) page of the California Adult Education website. Look for updates in the CAEP weekly newsletter.

Strengthen Student Transition Outcomes with Canvas

CAEP TAP and the Outreach and Technical Assistance Network (OTAN) have partnered with Instructure to develop the *California Distance Learning Cooperative (CDLC)*, helping adult education programs provide equitable access to distance, blended, and in-person learning through the Canvas Learning Management System (LMS). Participating agencies benefit from state leveraged pricing, 24/7 Canvas support, and technical assistance from OTAN and CAEP TAP. The state office urges agencies to consider adoption of Canvas to support in-person, hybrid, and remote learning options. Email support@otan.us or tap@caladulthood.org for more information.

Technical Assistance Contact Information

For questions related to the CAEP or fiscal information and/or technical assistance on professional development topics, please contact the CAEP Technical Assistance Project (TAP) by phone at 1- 888- 827-2324 or by e-mail at tap@caladulthood.org.

Sincerely,

Neil Kelly
Adult Education Program Office

Enclosure: 2021–22 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

2021–22 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

Due Dates for CAEP Data Submission Using TOPSpro® Enterprise

1. Submit quarterly and end-of-year data in TOPSpro® Enterprise. Complete all data entry and review to identify any potential problems on or before the submission due date. All data submissions must be received on or before the due date.
2. Agencies using Third-Party Attendance Software must export data from their system and import into TOPSpro® Enterprise. Please see the instructions regarding exchanging data with TOPSpro® Enterprise posted on the Comprehensive Adult Student Assessment Systems (CASAS) website at [3rd Party Import/Export Wizard](#).
3. Agencies will submit their quarterly data and Data Integrity Report (DIR) using the Quarterly Data Submission Wizard (QDS).

Data Submission	Due Date	Submit Electronically
First Quarter Data, TOPSpro® Enterprise	October 31, 2021	Enter all information into TOPSpro® Enterprise for this quarter on or before this date.
First Quarter CAEP Data Integrity Report	October 31, 2021	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document .
Employment and Earnings Follow-up Survey	October 31, 2021	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 1 (July through September): <ul style="list-style-type: none"> • Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to exit population for second after exit
Second Quarter Data, TOPSpro® Enterprise	January 31, 2022	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Second Quarter CAEP Data Integrity Report	January 31, 2022	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document .
Employment and Earnings Follow-up Survey	January 31, 2022	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 2 (October through December):

		<ul style="list-style-type: none"> • Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to exit population for second after exit
Third Quarter Data, TOPSpro® Enterprise	April 30, 2022	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Third Quarter CAEP Data Integrity Report	April 30, 2022	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document.
Employment and Earnings Follow-up Survey	April 30, 2022	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 3 (January through March): <ul style="list-style-type: none"> • Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to exit population for second after exit
End-of-Year Data, TOPSpro® Enterprise	August 1, 2022	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Fourth Quarter Data Integrity Report	August 1, 2022	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document.
Employment and Earnings Follow-up Survey	August 1, 2022	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 4 (April through June): <ul style="list-style-type: none"> • Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to exit population for second after exit

Critical TE Reports

The TOPSpro® Enterprise reports listed below are designed to guide you in the process of submitting complete and accurate data.

1. CAEP Data Integrity Report

On the Reports menu, go to **State Reports – California – CAEP Data Integrity.**

This report provides comprehensive information on key items associated with data

collection requirements, data completeness, and program performance indicators.

2. CAEP Summary Report

On the Reports menu, go to **State Reports – California – CAEP Tables**. The CAEP Summary Report provides enrollment and outcome data for all CAEP program areas.

INSTRUCTIONS

Submit Your TOPSpro[®] Enterprise Data Online

- For agencies using TOPSpro[®] Enterprise Online, once you submit your agency's **CAEP Data Integrity Report** via the Quarterly Data Submission Wizard, CASAS will consider your data to be complete and submitted.

If you have any questions regarding these requirements or the end-of-year data submission process, please e-mail caep@casas.org. If you need help using TOPSpro[®] Enterprise, please contact CASAS Technical Support, by phone at 800-255-1036 or by e-mail at techsupport@casas.org.

MIS Reporting Parameters

There are no separate reporting deadlines for data collected and entered into MIS. Colleges should capture all data relevant to their students and ensure it is entered completely into their local MIS system. Colleges will submit their adult education data through their college's regular data uploads to the Chancellor's Office. There is no separate submission of MIS data to the Chancellor's Office for adult education students.

Regardless of whether colleges report data through TOPSpro[®] Enterprise for WIOA TITLE II, colleges are also expected to capture and enter all student data elements into their MIS system.

Enrollment, demographics, barriers, and most student outcomes for noncredit adult education students rely almost exclusively on data entered into the MIS system to populate the LaunchBoard Adult Education Pipeline and for populating the adult education metrics in the new Student Success Metrics dashboards. Failure to enter all student data into MIS could result in underreporting of student data in the LaunchBoard, the Student Success Metrics, and in end of year reporting to the legislature. The two exceptions to this are the reporting of Educational Functioning Levels (EFLs), and high school diplomas / high school equivalency. For more details, please see the FAQs section of this document.

Please refer to the documents listed below for additional details on Adult Education Program data and accountability requirements, which are available in the [Student Data Collection and Reporting](#) section of the California Adult Education website:

Adult Education Data Collection Reporting and Due Dates for TE (see enclosure)
Adult Education Pipeline Metric Definition Dictionary

[Adult Education Pipeline Dashboard Coding Guide](#)

[Adult Education Pipeline Frequently Asked Questions](#)

[Measuring Our Success: Data and Accountability](#)

LaunchBoard Adult Education Pipeline Build 4.1 Webinar (April 30, 2021 - [Slides](#) and [Recording](#))

Launchboard Adult Education Pipeline: MIS Coding (April 20, 2021 - [Slides](#) and [Recording](#))