



August 27, 2024

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program (CAEP) State Leadership

Subject: Fiscal Year 2024–25 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 2024–25 Program Year. This letter and the supporting documents outlining data collection and reporting are located in the [Student Data Collection and Reporting](#) section of the adult education website (www.caladulted.org) and will provide further clarification and details on program accountability requirements. Due dates for data deliverables can be accessed in the [CAEP Due Dates](#) section. 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 2024–25 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 seven authorized program areas and report achievements from the seven-outcome areas designated by Education Code Section [84913](#).

- K-12 agencies, County Offices of Education (COE), and Joint Powers Authority (JPA) are required to use TOPSpro® Enterprise to collect and report adult learner demographics, services, instructional hours, barriers, and program outcome information.
 - Agencies are required to survey quarterly adult learners for whom a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is not available for data matching. For further information regarding the follow-up survey, please see detailed guidelines on the [California Employment and Earnings Follow-Up](#), contact CASAS by phone at 1-800-255-1036 or by email at caep@casas.org.
 - K-12/COE/JPA agencies also need to report information on all classes related to the CAEP reporting areas, and should also record a course code for all classes in Career and Technical Education (CTE). Non-WIOA agencies have access to the CTE course codes on the front page of the [California Adult Education Online Application and Reporting](#) site under "For more information: California – Course Approvals".
- California Community College Districts (CCDs) are required to use the Chancellor's Office Management Information System (MIS) to enter their adult learner/noncredit student demographics, instructional hours, barriers, and program outcome information.

Note: CCDs that receive WIOA, Title II funding for services under the Adult Education and Family Literacy Act (AEFLA) are required to use both TOPSpro Enterprise and MIS systems.

- These CCDs must collect and report all adult learner demographics, barriers, and program outcomes for all adult learners enrolled in their WIOA, Title II funded programs using TOPSpro Enterprise.
 - They must also collect and report CASAS assessment results using TOPSpro Enterprise.
- In addition, these CCDs must enter all adult learner demographics, barriers, and program outcomes into their MIS system.

Data Accountability Training

The CAEP State Leadership has contracted with the Sacramento County Office of Education (SCOE) and North Orange Continuing Education (NOCE) to create the CAEP 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 CAEP State Leadership 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 CAEP website. Look for updates in the CAEP weekly newsletter.

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 (TAP) by phone at 1-888-827-2324 or by e-mail at tap@caladulthood.org.

Sincerely,

Gary W. Adams
Dean
Adult Education Program Office
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D.
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Enclosure: 2024–25 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

2024–25 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 TOPSpro® Enterprise data and CAEP Data Integrity Report (DIR) using the Quarterly Data Submission Wizard (QDS). Agencies will also complete sending the Employment and Earnings Survey to appropriate exit populations.

| Data Submission | Due Date | Submit Electronically |
|---|------------------|--|
| First Quarter Data, TOPSpro® Enterprise | October 31, 2024 | Enter all information into TOPSpro® Enterprise for this quarter on or before this date. |
| First Quarter CAEP Data Integrity Report | October 31, 2024 | Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document . |
| Employment and Earnings Follow-up Survey | October 31, 2024 | 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 appropriate exit population |
| Second Quarter Data, TOPSpro® Enterprise | January 31, 2025 | Enter all information into TOPSpro® Enterprise for this quarter on or before this date |
| Second Quarter CAEP Data Integrity Report | January 31, 2025 | Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document . |
| Employment and Earnings Follow-up Survey | January 31, 2025 | Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 2 (October through December): |

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|--|----------------|---|
| | | <ul style="list-style-type: none"> • Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to appropriate exit population |
| Third Quarter Data, TOPSpro® Enterprise | April 30, 2025 | Enter all information into TOPSpro® Enterprise for this quarter on or before this date |
| Third Quarter CAEP Data Integrity Report | April 30, 2025 | Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document. |
| Third Quarter Employment and Earnings Follow-up Survey | April 30, 2025 | 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 appropriate exit population |
| End-of-Year Data, TOPSpro® Enterprise | July 15, 2025 | Enter all information into TOPSpro® Enterprise for this quarter on or before this date |
| Fourth Quarter Data Integrity Report | July 15, 2025 | Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document. |
| Employment and Earnings Follow-up Survey | July 15, 2025 | 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 appropriate exit population |

Critical TOPSpro® Enterprise 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.

If you have any questions regarding these quarterly requirements or data submission process, please e-mail caep@casas.org. If you need help using TOPSpro® Enterprise, please contact CASAS Technical Support, by phone at 1-800-255-1036 or by e-mail at techsupport@casas.org.

MIS Reporting Parameters

The Chancellor's Office released guidance regarding the reporting of noncredit attendance hours for CAEP in MIS through the SX05 Enrollment-Attendance-Hour data element. The [memorandum](#) provides clarification and interim guidance on how institutions should calculate and report student-level attendance hours for students in noncredit distance education (DE) through the Chancellor's Office Management Information System (MIS) in the [SX05 Enrollment Attendance-Hours](#) data element regardless of DE instruction being synchronous or asynchronous. SX05 Enrollment-Attendance-Hours is an MIS data element that is used in the Adult Education Pipeline dashboard to track student enrollment and outcomes, which are reported annually to the legislature.

Colleges must accurately capture and report all relevant student data through their local MIS processes. California Adult Education Program data should be submitted as part of the college's regular data uploads to the Chancellor's office—no separate submission is required for adult education students. An outline of due dates for MIS reporting may be accessed in the [MIS Data Submission Timeline 2024-25](#).

Regardless of whether colleges report data through TOPSpro® Enterprise for WIOA Title II, colleges are responsible for entering all student data elements into their MIS system.

Enrollment, demographics, barriers, and most student outcomes for noncredit adult education students are primarily reported through the Chancellor's Office MIS system, which is crucial for populating the LaunchBoard Adult Education Pipeline and the adult education metrics in the Student Success Metrics dashboards. Incomplete data for this student population through the MIS system could lead to underreporting in these dashboards and in end-of-year legislative reports.

Please refer to the resources 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](#)

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

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

[Memorandum: Reporting of Noncredit Attendance Hours for CAEP in MIS through SX05 Enrollment-Attendance Hour](#)

Reporting Student Attendance Hours for CCC Noncredit Programs (SX05) (May 24, 2024)

– [Questions and Answers \(Q&A\)](#), [Slides](#) and [Recording](#))
[Understanding the Export Feature of the Adult Education Pipeline \(AEP\) Dashboard](#)