September 5, 2017

To: Adult Education Block Grant (AEBG) Consortium Directors and Members

From: Adult Education Block Grant Office

Subject: Fiscal Year 2017–18 Program and Accountability Requirements for Student Outcome Data Collection and Submission

This memorandum is to advise local recipients of the Adult Education Block Grant (AEBG) funds of accountability requirements in the 2017–18 Program Year. This letter and the attached document outlining due dates for deliverables titled 2017-18 AEBG Data Collection, Reporting, and Due Dates for Data Deliverables are located on the AEBG website at http://aebg.cccco.edu/For-AEBG-Grantees/AEBG-Data-Accountability/Student-Data-Collection, 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 AEBG apportionment payments until requirements are met and performance is considered satisfactory.

Data Accountability Requirements
Consortia receiving Adult Education Block Grant (AEBG) funding from the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) for the 2017–18 program year must submit the required student outcome data. The CDE and CCCCO require all AEBG agencies to use the TOPSpro® Enterprise to collect and report adult learner demographics and program outcome information as follows:

- Track adult learner progress for the seven authorized AEBG program areas
- Record achievements from the six outcome areas designated by AB 104
- Submit summary reports to document all adult learner progress

Please refer to the documents listed below for additional details on AEBG data and accountability requirements, which are available on the AEBG website at http://aebg.cccco.edu/Home.

- AEBG Data Collection Reporting and Due Dates (see enclosure)
- Adult Education Dashboard Data Element Dictionary
- AEBG Data and Accountability Guidance for 17/18
- Measuring Our Success: Data and Accountability Systems and Common Assessment in the California AEBG Program

Data Accountability Training
The AEBG 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 AEBG accountability requirements, implementing approved assessments, and using TOPSpro® Enterprise software. The AEBG 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 AEBG TAP website at http://aebg.cccco.edu/Home.

Technical Assistance Contact Information
For more information about the TOPSpro® Enterprise software, data entry, or technical assistance on data accountability, please contact the CASAS AEBG accountability team by phone at 1-800-255-1036 or by e-mail at aebg@casas.org

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

Sincerely,

Carolyn Zachry, Ed.D   Javier Romero
California Department of Education   California Community Colleges Chancellor's Office
Adult Education Block Grant Office   Adult Education Block Grant Office

Enclosure: 2017-18 AEBG Data Collection, Reporting, and Due Dates for Data Deliverables

2017-18 AEBG Data Collection, Reporting, and Due Dates for Data Deliverables

Due Dates for AEBG Data Submission

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 are required to submit a PDF copy of the AEBG Data Integrity Report.

Data Submission	Due Date	Submit Electronically
First Quarter Data	October 31, 2017	Via TOPSpro® Enterprise
First Quarter AEBG Data Integrity Report	October 31, 2017	E-mail to aebg@casas.org (or fax to 858-292-2910)
Second Quarter Data	January 31, 2018	Via TOPSpro® Enterprise
Second Quarter AEBG Data Integrity Report	January 31, 2018	E-mail to aebg@casas.org (or fax to 858-292-2910)
Third Quarter Data	April 30, 2018	Via TOPSpro® Enterprise
Third Quarter AEBG Data Integrity Report	April 30, 2018	E-mail to aebg@casas.org (or fax to 858-292-2910)
End-of-Year Data	August 1, 2018	Via TOPSpro® Enterprise
Fourth Quarter Data Integrity Report	August 1, 2018	E-mail to aebg@casas.org (or fax to 858-292-2910)

Critical TE Reports

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

1. AEBG Data Integrity Report
   On the Reports menu, go to **State Reports – California – AEBG Data Integrity.** This report provides comprehensive information on key items associated with

data collection requirements, data completeness, and program performance indicators.

2. <u>AEBG Summary Report</u>
On the Reports menu, go to **State Reports – California – AEBG Tables (2017).** The AEBG Summary Report provides enrollment and outcome data for all AEBG program areas.

INSTRUCTIONS

Submit Your TOPSpro® Enterprise **Data Online or by Mail**

1. Agencies using online version of TOPSpro® Enterprise

   For agencies using TOPSpro® Enterprise Online, once you submit your agency's **AEBG Data Integrity Report** CASAS will consider your data to be complete and submitted.

2. Agencies using locally installed desktop version of TOPSpro® Enterprise
   - Electronic Mail Data Submission: For agencies with internet access, go to the **Tools** menu, select **Backup Wizard**, and follow the steps of the wizard. On the final screen, make certain that the checkboxes titled **Backup Locally** and **Submit Data to CASAS** are checked.
   - Ground Mail Data Submission: For agencies with no internet access, go to the **Tools** menu, select **Backup Wizard**, and follow the steps of the wizard. When you see the message "backup operation completed successfully," click **OK** and Close TOPSpro® Enterprise.

   CASAS
   2017–18 End-of-Year Data Submission
   5151 Murphy Canyon Road, Suite 220
   San Diego, CA 92123

   - You must then copy the files saved on your desktop onto a CD-ROM or a USB Flash Drive and send it as stated below; otherwise, your data will not be sent to CASAS.
   - Send disk(s) to CASAS. Please use padded or protected envelopes when sending electronic data by mail. Your agency's Primary Contact will receive an e-mail confirmation once CASAS receives and processes your submission.

If you have any questions regarding these requirements or the end-of-year data submission process, please e-mail aebg@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.