



**Date:** July 10, 2017

**To:** Adult Education Block Grant Consortium Directors and Members

**From:** Adult Education Block Grant Office

**Subject:** 2016–17 End of Year Student Outcome Data Submission

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 2016–17 program year must submit the required student outcome data by the due dates listed below. The data must be submitted via TOPSpro® Enterprise (TE).

**I. OVERVIEW**

**Data Submission**

1. Complete all data entry, review to identify any potential problems and submit via TE on or before the submission due date.
2. Agencies using other Third-Party Attendance Software must export data from their system and import into TE. Please see the instructions regarding exchanging data with TE 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. Please see the enclosed attachment for guidance on how to generate the AEBG Data Integrity Report in TE.

<b>Data Submission</b>	<b>Due Date</b>	<b>Submit Electronically</b>
End-of-Year Data	August 1, 2017	Via TOPSpro® Enterprise
Fourth Quarter AEBG Data Integrity Report	August 1, 2017	E-mail to <a href="mailto:aebg@casas.org">aebg@casas.org</a> (or fax to 858-292-2910)

**Critical TE Reports**

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

1. 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. AEBG Summary Report. 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.

## II. INSTRUCTIONS

### Submit Your TE Data Online or by Mail

1. Agencies using online version of TE  
For agencies using TE 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 TE
  - 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 TE.

CASAS  
2016–17 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.

For additional details, please reference the Student Data Collection section on the AEBG website at the following link: <http://aebg.cccco.edu/For-AEBG-Grantees/AEBG-Data-Accountability/Student-Data-Collection>.

If you have any questions regarding these requirements or the end-of-year data submission process, please e-mail [aebg@casas.org](mailto: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](mailto:techsupport@casas.org).

Thank you.

Carolyn Zachry, Ed.D  
California Department of Education  
Adult Education Block Grant Office

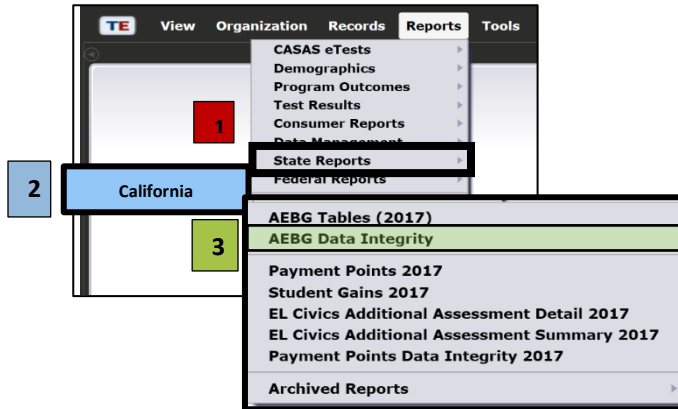


Javier Romero  
California Community Colleges Chancellor's Office  
Adult Education Block Grant Office



## Instructions to generate AEBG Data Integrity Report for end-of-year data submission

- Run the new **AEBG Data Integrity Report (DIR)**
  - In TOPSpro® Enterprise, go to *State Reports (1) > California (2) > AEBG Data Integrity (3)*



- In the *Report Setup Window*, make sure your AEBG programs are marked and 2016-17 Program year is selected:

**Session Name**

Session Name: AEBG Data Integrity on June 28, 2017 at 17:13:31 by dganguli@casas.org

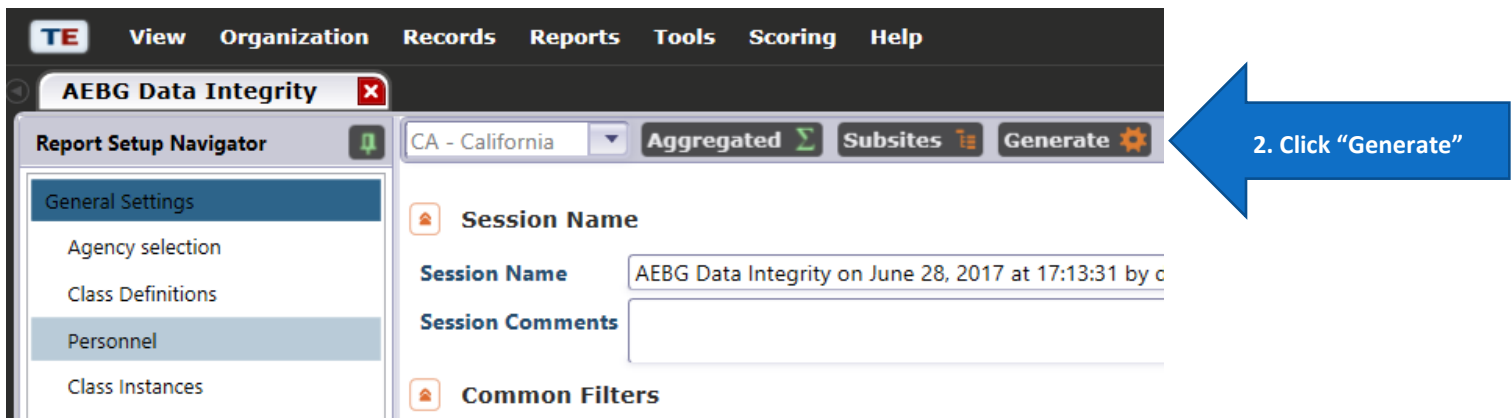
Session Comments: [Empty text box]

**Common Filters**

Program Years:  Current Program Year  7/1/2017 - 6/30/2018  7/1/2016 - 6/30/2017  7/1/2015 - 6/30/2016  7/1/2014 - 6/30/2015

Programs:

<input type="radio"/> N/A	<input checked="" type="checkbox"/> High School Diploma	<input checked="" type="checkbox"/> Adults w/Disabilities	<input checked="" type="checkbox"/> Pre-Apprenticeship
<input checked="" type="checkbox"/> Basic Skills (ABE)	<input checked="" type="checkbox"/> HSE	<input checked="" type="checkbox"/> Adults supporting K12 student success	
<input checked="" type="checkbox"/> ESL/ELL	<input checked="" type="checkbox"/> Career and Technical Education (CTE)	<input type="checkbox"/> Other Program	
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Workforce Readiness	<input type="checkbox"/> ROCP	



Your report will appear.

06/28/2017 13:04:35

Agency: 49...g Hills Adult School Program Year: 2016-2017

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Summary Information	
Students in the program	237
Students with missing birthdate	1
Marked Employment Outcome but did not have AEBG Program	0
Marked Employment Outcome but did not have AEBG Program	0
Marked Employment Outcome but did not have AEBG Program	0
Marked Employment Outcome but did not have AEBG Program	0
Marked Employment Outcome but did not have AEBG Program	0
Students enrolled in the 7 AEBG programs	236

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	1	0.42 %
02 Less than 12 Hours of Instruction	55	23.31 %
02a Zero or Empty Hours of Instruction	51	21.61 %
02b Total hours between 1-11 hours	3	1.27 %
03 No Highest Year of School/Program Passed	26	11.01 %

- Attach the pdf to an email and send to [aebg@casas.org](mailto:aebg@casas.org) and your designated consortium data manager.

If you need any assistance, please email us at [aebg@casas.org](mailto:aebg@casas.org) or [techsupport@casas.org](mailto:techsupport@casas.org), or call us at 1-800-255-1036.