



April 3, 2017

To: Adult Education Block Grant Consortium, Directors and Members

From: Adult Education Block Grant Office

Subject: 2016–17 Data Submission and Critical Reports

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 deadlines listed below. The data must be submitted using TOPSpro® Enterprise.

Data Submission

1. Submit quarterly and end-of-year data in TOPSpro® Enterprise. Complete all data entry and review on or before the submission due date. All data submissions must be received on or before the due date. Please see below instructions for data submission.
2. Agencies using Third-Party Attendance and other Information systems 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. Submit a PDF copy of your agency’s quarterly Data Integrity Report. Agencies using the TOPSpro® Enterprise web-based system are also required to submit the report.

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

Before submitting your agency’s TOPSpro® Enterprise data, you must review the data to identify any potential problems. The reports listed below are designed to guide you in the process of submitting complete and accurate data.

Critical Reports for Identifying Problems and Repairing Records:

1. Data Integrity Report

On the Reports menu, go to **Data Management** and select **Data Integrity**. This report provides comprehensive information on key items associated with data collection requirements, data completeness, and program performance indicators.

2. Data Integrity Detail (Report)

On the Reports menu, go to **Data Management** and select **Data Integrity Detail**. This report lists data issues by student name and displays these lists by class.

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 **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.
- 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 this letter, please contact the Adult Education Block Grant Office at aebg@cccoco.edu.

Thank you.

Chris Nelson
California Department of Education
Adult Education Block Grant Office

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

