



AEBG

Data Submission Guidelines for End-of-the Year.

Due August 1st, 2017

Funded by the California Department of Education and Chancellor's Office of the California Community Colleges (CCCCO).



Preparing your TOPSpro® (TE) Data

- ▶ Each Agency needs to enter every student enrolled in an AEBG funded program. Each student needs:
 - ▶ An Entry Record
 - ▶ A Pre-Test (ESL, ABE and ASE)
 - ▶ A Post-test (if enough class hours) (ESL, ABE and ASE)
 - ▶ An Update Record for all students who have 12 hours of instruction

Attendance Hours

TOPSpro® Attendance

no importing needed

Or import attendance
from these programs:

ASAP

Schoolhouse

AIM

Banner

Other Attendance
System/SIS

TOPSpro®
Enterprise

- Include all attendance hours from July 1 to the end of the fiscal year (June 30th)
- If using a 3rd party attendance system,
 - export your files from your attendance system as csv files
 - save the files onto your desktop
 - in TE, use the Import Wizard under Tools to move your data.

Importing Data from a 3rd party system.

- Export files from your data system in a csv. format.
- In TE, go to Tools > Third Party Import Wizard and follow the directions for the “WIOA Import Formats.”
- Remember, importing any records can create new records in TOPSpro® Enterprise as well as update existing records.



Not using an attendance system?

- ▶ You can add attendance hours directly into TE
 - ▶ Use the “Add Update Record” button

Student in Program Year Information

Site: 07 - Central Library Program Year: 7/1/2016 - 6/30/2017

Student: 023945893 / Trayla B Ford Female Birth Date: 3/16/1987

Add Entry/Update Record

Barriers to Employment

Employment Barriers: N/A

Current Workforce Services

Training Services Received In Program: N/A

Vocational Rehabilitation Services Received In Program: N/A

Transition Services Received In Program: N/A

Supportive Services Received In Program: N/A

Entry/Update Record Information

Site: 07 - Central Library

Student: 023945893 / Trayla B Ford Female Birth Date: 3/16/1987

Record Date

Record Date:

Education & Goals

Instructional Levels: ESL ABE/ASE

Goals:

<input checked="" type="radio"/> N/A	<input type="checkbox"/> Primary	<input type="checkbox"/> Retain Job	<input type="checkbox"/> Primary	<input type="checkbox"/> U.S. Citizenship
<input type="checkbox"/> Primary <input type="checkbox"/> Improve basic skills	<input type="checkbox"/> Primary	<input type="checkbox"/> Get a better job	<input type="checkbox"/> Primary	<input type="checkbox"/> Military
<input type="checkbox"/> Primary <input type="checkbox"/> Improve English skills	<input type="checkbox"/> Primary	<input type="checkbox"/> Enter college or training	<input type="checkbox"/> Primary	<input type="checkbox"/> Personal Goal
<input type="checkbox"/> Primary <input type="checkbox"/> H.S. Dipl./HSE	<input type="checkbox"/> Primary	<input type="checkbox"/> Work-based project	<input type="checkbox"/> Primary	<input type="checkbox"/> None
<input type="checkbox"/> Primary <input type="checkbox"/> Get a Job	<input type="checkbox"/> Primary	<input type="checkbox"/> Family Goal	<input type="checkbox"/> Primary	<input type="checkbox"/> Other Attainable Goal

Class Activity

Class:

Attendance:

<input type="checkbox"/> Student Update (Cumulated)	Hours: <input type="text"/>	Minutes: <input type="text"/>	Total hours since July 1
<input type="checkbox"/> Student Update	Hours: <input type="text"/>	Minutes: <input type="text"/>	Hours since last update



Entry Record

- ▶ Student Name and Address
 - ▶ Demographics
 - ▶ Labor Force Status
 - ▶ Barriers to Employment
 - ▶ Date of Entry into Class and Programs (ABE, ASE or ESL)
 - ▶ Special Programs, if any
-
- ▶ Can be imported from a 3rd Party attendance system

A decorative graphic on the left side of the slide. It features a dark blue vertical bar on the far left. A black arrow points to the right from the top of this bar. Several thin, light blue lines curve upwards and to the right from the bottom of the bar, overlapping the main content area.

Update Record

- ▶ **Date of Update** (there can be more than one in a year)
- ▶ **Instructional Program** (unless student only received services – did not enroll in a class)
- ▶ **Services received** (whether enrolled in classes or not)
- ▶ **Learner Results**

Generating the AEBG Data Integrity Report

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

The screenshot displays the TOPSpro® Enterprise web application interface. The navigation menu is open, showing the following structure:

- TE
- View
- Organization
- Records
- Reports (selected)
- Tools

The 'Reports' dropdown menu is expanded, listing the following options:

- CASAS eTests
- Demographics
- Program Outcomes
- Test Results
- Consumer Reports
- Data Management
- State Reports (highlighted with a red box)
- Federal Reports

The 'State Reports' dropdown is further expanded, showing the following options:

- AEBG Tables (2017)
- AEBG Data Integrity (highlighted with a green box)
- Payment Points 2017
- Student Gains 2017
- EL Civics Additional Assessment Detail 2017
- EL Civics Additional Assessment Summary 2017
- Payment Points Data Integrity 2017
- Archived Reports

Numbered callouts indicate the navigation steps:

- 1: Points to the 'Reports' menu.
- 2: Points to the 'California' dropdown menu.
- 3: Points to the 'AEBG Data Integrity' report option.

Make sure to choose the **2016-17** Program Year and your **AEBG programs*** are marked:

4908 - Rolling Hills Adult School **Aggregated** **Subsites** **Generate** **View Reporting Session**

Session Name

Session Name AEBG Data Integrity on July 12, 2017 at 09:27:15 by administrator23@rhas.org

Session Comments

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	

No other changes need to be made in this setup window.

**Your programs may be different.*

AEBG Data Integrity Report

CASAS
07/20/2017
10:56:14

AEBG Data Integrity

Agency: 4908 - Rolling Hills Adult School Program Year: 2016-2017

Summary Information	
Students in the Services Section	237
Students not enrolled in the 7 AEBG programs	1
Marked HSD/HSE Outcome but did not have AEBG Program	0
Marked Post-Secondary Outcome for AEBG but did not have AEBG Program	0
Marked Employment Outcome but did not have AEBG Program	0
Marked Wages Outcome but did not have AEBG Program	0
Marked Transition Outcome but did not have AEBG Program	0
Students enrolled in the 7 AEBG programs	236

Item Description	Item Count
01 Missing Birthdate or outside 16-110	1
02 Less than 12 Hours of Instruction	56
02a Zero or Empty Hours of Instruction	51
02b Total hours between 1-11 hours	3
03 No Highest Year of School/Degree Earned	36
03a No Highest Year of School	33
03b No Highest Degree Earned	8
04 No Gender	1
05 No Race/Ethnicity	4
06 Total Reported Labor Force Status	130
06a Total 'Employed'	55
06b Total 'Employed with notice'	0
06c Total 'Unemployed'	59
06d Total 'Not in Labor Force'	16
06e Total missing Labor Force Status	101
08 No Pretest	101
09 No Post-Test	159
10a Learners with a pre-/post-test pair	72
10b Learners with a pre-/post-test pair, but have not completed a level	30
11a Achieved Literacy Gain with pre- and post-testing	42
11b Achieved Literacy Gain with Carnegie Units(not yet implemented)	0
11c Achieved Literacy Gain with Post-Secondary Outcome(not yet implemented)	0
12a Passed HSE	0
12b Passed HSE but instructional program not HSE	0
12c Passed HSE but Highest Degree Earned is HSE or higher	0
13a Earned HS diploma	1
13b Earned HS diploma but instructional program not HS diploma	0
14a Learners with only One Period of Participation	111
14b Learners with More than One Period of Participation	69
15a Learners with 91-100 hours between Dates of Service	1
15b Learners with 80-89 days between Dates of Service	5
16 Learners enrolled in Integrated Education and Training (IET)	0
17 No Primary Goal	19
18 No Secondary Goal	28
19 Learners with at least one Barrier to Employment	8
19a Learners with Multiple Barriers to Employment	0 0.00 %
19b Learners with No Barriers to Employment	223 94.49 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	3 1.27 %
21 Learners with a pretest in the conservative estimate range	7 2.97 %
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	18 7.63 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	83 35.17 %
23a Achieved AEBG Outcome for HSD/HSE	1 0.42 %
23b Marked HSD/HSE outcome but did not qualify for AEBG	0 0.00 %
24a Marked Employment Outcome but did not qualify for AEBG	3 1.27 %
24b Marked Post-Secondary Outcome for AEBG but did not qualify for AEBG	0 0.00 %
25a Achieved AEBG Outcome for Increase Wages	0 0.00 %

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TE View Organization Records Reports Tools Help User: Administrator 23 Version: 3.0 build 22

AEBG Data Integrity AEBG Data Integrit... Pages

Keep Session Export Print 1 / 2 Layout Settings Fit Page Fit Width Two Pages Find Next More

CASAS AEBG Data Integrity Page 1 of 2
07/20/2017 10:56:14 AEBGDI

Agency: 4908 - Rolling Hills Adult School Program Year: 2016-2017

Summary Information	
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Marked Employment Outcome but did not have AEBG Program	0
Marked Wages Outcome but did not have AEBG Program	0
Marked Transition Outcome but did not have AEBG Program	0
Students enrolled in the 7 AEBG programs	236

Item Description		
01 Missing Birthdate or outside 16-110	1	
02 Less than 12 Hours of Instruction	56	
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/Degree Earned	36	15.25 %

Export your DIR as a pdf. Attach the pdf to an email and send to aebg@casas.org

What's due for the End-of-Year data?

- Your agency's data is in TOPSpro®
- You've added any missing data or corrected data

Now, generate the new AEBG DIR.

- Export it as a pdf.
- Attach it to an email and send to aebg@casas.org and your designated consortium data manager.

 ➤ **No AEBG Tables to be sent in**
➤ **No Certification Letter to be sent in**

That's it!

AEBG Tables

Available in TE for Agency review

The image shows two screenshots from the TE (Texas Education) system. The left screenshot shows the 'Reports' menu with 'California' selected, and a sub-menu containing 'AEBG Tables (2017)', 'AEBG Data Integrity', 'Payment Points 2017', 'Student Gains 2017', 'EL Civics Additional Assessment Detail 2017', 'EL Civics Additional Assessment Summary 2017', 'Payment Points Data Integrity 2017', and 'Archived Reports'. A pink arrow points from this menu to the right screenshot. The right screenshot shows the 'AEBG 2017 Tables' report setup screen for '4908 - Rolling Hills Adult School'. It features a 'Report Setup Navigator' on the left with categories like 'General Settings', 'Class Definitions', 'Personnel', etc., and a 'Report Selection' section at the bottom. On the right, under 'Select report:', the 'AEBG 2017 Summary' is selected with a checked box, while other options like 'AEBG 2017 NRS Table 1' through 'AEBG 2017 NRS Table 4B' are unselected. Buttons for 'Select All', 'Deselect All', and 'Invert selection' are visible. A pink arrow points to the 'AEBG 2017 Summary' selection.

AEBG Tables are not a deliverable.

In TE, go to Reports > State Reports > California > AEBG Tables



07/20/2017
10:45:43

AEBG 2017 Summary

Page 1 of 2
AEBG2017S

Agency: 4908 - Rolling Hills Adult School
Member: N/A

Program Year: 2016-2017
Consortium: 28 - Capital Adult Education Regional Consortium

Program Areas* (A)	Measurable Skills Gains** (Literacy)		AEBG Outcomes						Services				
	Enrollees (B)	EFL Gains Achieved (C)	Self-reported student outcomes						Enrollees (J)	Supportive Services Received (K)	Training Services Received (L)	Transition Services Received (L)	Career Services Received (M)
			Enrollees (E)	HSD/HSE Achieved (D)	Post- Secondary Achieved (F)	Enter Employment Achieved (G)	Increase Wages Achieved (H)	Transition Post-Sec Achieved (I)					
English Language Learner (ESL/ELL)	102	57	121	0	0	24	0	8	145	0	0	0	0
Basic Skills (ABE)	18	5	48	0	0	12	0	3	73	0	0	0	0
High School Diploma (HSD)	1	0	1	1	0	0	0	0	5	0	0	0	0
High School Equivalency (HSE)	10	2	10	1	0	1	0	1	24	0	0	0	0
Career and Technical Education (CTE)	0	0	0	0	0	0	0	0	0	0	0	0	0
Programs for Adults with Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults Training for Child School Success	0	0	0	0	0	0	0	0	0	0	0	0	0
Workforce (Re)Entry	3	1	7	0	0	2	0	0	8	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0
No Designated Program									1	0	0	0	0
Total	134	65	187	2	0	39	0	12	256	0	0	0	0
Students in Two or more Programs	11	4	15	1	0	4	0	1	19	0	0	0	0
Total Unduplicated Students	123	61	172	1	0	35	0	11	237	0	0	0	0

*All learners in multiple programs are counted in each program in which they are enrolled.

**Includes learning gains from pre/post testing



How does your data get to your Consortium? How does it get to CASAS and the State AEBG Office?

- ▶ All your data is housed on CASAS servers. Your designated consortium data manager can access your data at any time, as can CASAS. Once you send your DIR to us, that tells us that your data is ready to be reviewed. We'll combine it into the state report and submit it to CDE and the Chancellor's office.



If you need any assistance, please contact us:

- ▶ Email aebg@casas.org for AEBG-related questions
- ▶ Call 1-800-255-1036 for tech support or CASAS staff
- ▶ Email techsupport@casas.org