AEBG

Data Submission Guidelines for End-of-the Year.

Due August 1st, 2017

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

Or take Daily Attendance in TE

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

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*

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

4908 - Rolling Hills Adult School ▼ | **Aggregated** Σ | **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:
- ○ N/A
- ✔ Basic Skills (ABE)
- ✔ ESL/ELL
- ☐ Citizenship
- ✔ High School Diploma
- ✔ HSE
- ✔ Career and Technical Education (CTE)
- ☐ Workforce Readiness
- ✔ Adults w/Disabilities
- ✔ Adults supporting K12 student success
- ☐ Other Program
- ☐ ROCP
- ✔ Pre-Apprenticeship

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

Your programs may be different.

AEBG Data Integrity Report

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

AEBG Tables are _not_ a deliverable.

In TE, go to _Reports > State Reports > California > AEBG Tables_

CASAS

AEBG 2017 Summary

07/20/2017
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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 Self-reported student outcomes						Services				
	Enrollees (B)	EFL Gains Achieved (C)	Enrollees (E)	HSD/HSE Achieved (D)	Post-Secondary Achieved (F)	Enter Employment Achieved (G)	Increase Wages Achieved (H)	Transition Post-Sec Achieved (I)	Enrollees (J)	Supportive Services Received (K)	Training Services Received (L)	Transition Services Received (L)	Career Services Received (M)
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