



# AEBG

Data Submission Guidelines for Quarter 2, July 1 – December 31, 2017

- Due January 31, 2018



# Due Dates

*Each quarter's data is submitted from July 1 to the end of that quarter*

- ▶ January 31 (end of quarter – December 31)
  - ▶ Second Quarter Data, TOPSpro® Enterprise Due
  - ▶ Second Quarter AEBG Data Integrity Report (e-mail, fax, or mail hard copy to CASAS)



# Preparing your TOPSpro (TE) Data

- ▶ Each Agency needs to enter every student enrolled in, or received services from, 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 (if student has left the program or if learning outcomes have been made)
  - ▶ Attendance hours

# Entry Record

## Students enrolled in one of the 7 AEBG Program Areas

- ▶ Student Name and Address
- ▶ Demographics
- ▶ Labor Force Status
- ▶ Barriers to Employment
- ▶ Date of Entry into Class and Programs
- ▶ Special Programs, if any

## Students who received services but did not enroll in a class

- ▶ Student Name and Address
- ▶ Demographics
- ▶ Labor Force Status
- ▶ Barriers to Employment
- ▶ Date Services Received
- ▶ Services Received (Update Record side)

⑧ **SERVICES RECEIVED**  
(Mark a  that apply or leave blank)

- Supportive
- Training
- Transition

A decorative graphic on the left side of the slide. It features a dark grey arrow pointing right at the top, with several thin, curved lines in shades of blue and grey extending downwards and to the right from the arrow's base.

# Pre- and Post tests

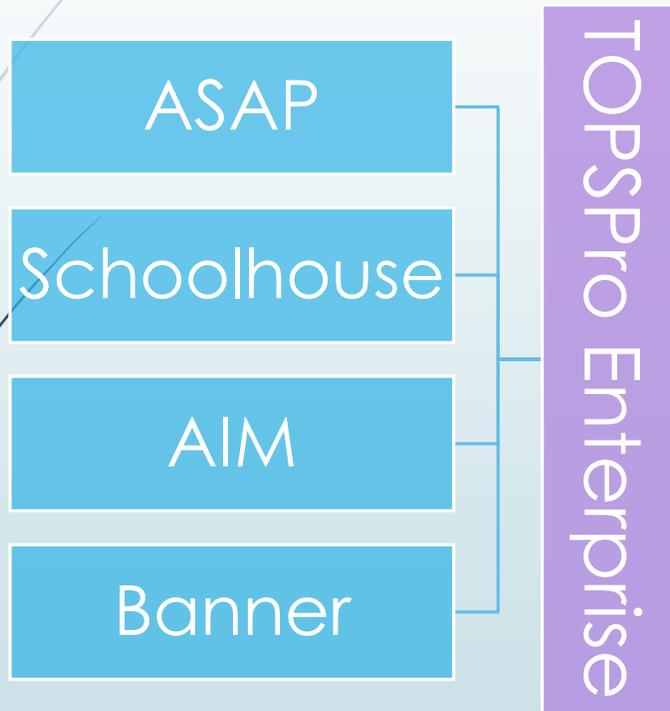
- ▶ Pre and Post-tests are required for all ABE, ASE and ESL programs.
- ▶ Assessments approved by the NRS for AEBG
  - ▶ CASAS
  - ▶ Other approved tests can be found on the AEBG website



# Update Record

- Date of Update (there can be more than one in a year)
  - Class ID
  - Instructional Program
  - Services received (whether enrolled in classes or not)
  - Learner Results
- 
- Update Record must be completed if student has left your program.

# Attendance Hours



- ▶ Include all attendance hours from July 1 to the end of the quarter
- ▶ If using a 3<sup>rd</sup> 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.



# Improved Literacy Skills – HS Diploma

## ► Progress towards Diploma (New) –

- Participants who improved from ASE low to ASE high on the NRS-approved assessment– or, who completed enough high school credits to advance from ASE Low (9<sup>th</sup>/10<sup>th</sup> grade) to ASE High (11<sup>th</sup>/12<sup>th</sup> grade) levels.
- Instructional Program = HS Diploma
- Instructional Level = ASE Low or ASE High – either through pretest or self-report (Entry Record field 18)
- If ASE Low – learner achieves outcome by marking self-report ASE High, or earn HS diploma
- If ASE High – learner achieves outcome by marking earn HS diploma

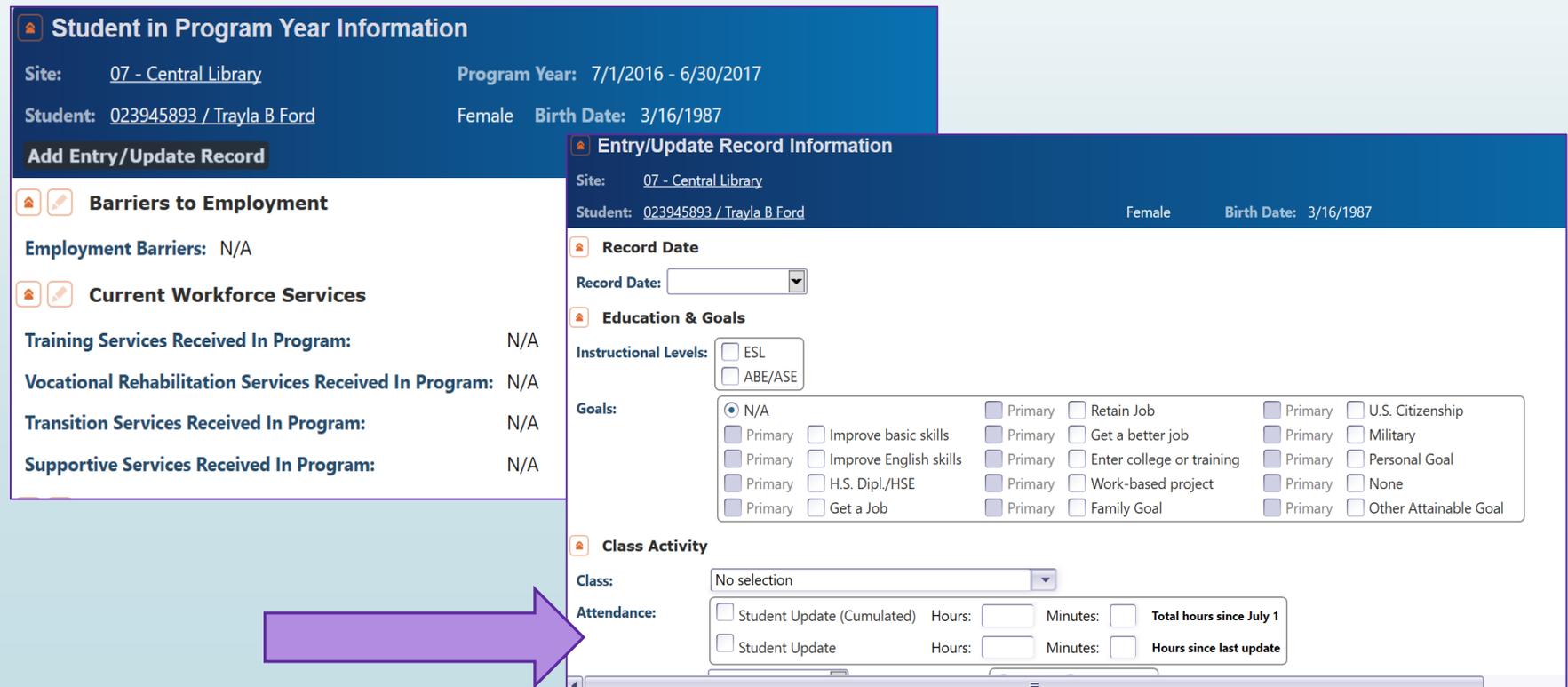
# Importing Data from a 3<sup>rd</sup> party system.

- 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



The screenshot displays the TE system interface for a student. The top section, titled "Student in Program Year Information", shows the following details: Site: 07 - Central Library, Program Year: 7/1/2016 - 6/30/2017, Student: 023945893 / Trayla B Ford, Female, Birth Date: 3/16/1987. Below this information is a prominent purple button labeled "Add Entry/Update Record". To the left of the main form, there are several sections with icons: "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), "Education & Goals", and "Class Activity". The "Education & Goals" section includes a "Record Date" dropdown, "Instructional Levels" (ESL, ABE/ASE), and a grid of goal checkboxes. The "Class Activity" section includes a "Class" dropdown and an "Attendance" section with checkboxes for "Student Update (Cumulated)" and "Student Update", each with fields for hours and minutes, and a "Total hours since July 1" or "Hours since last update" label. A purple arrow points from the left towards the "Add Entry/Update Record" button, and another purple arrow points from the bottom towards the "Attendance" section.

**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: [dropdown]

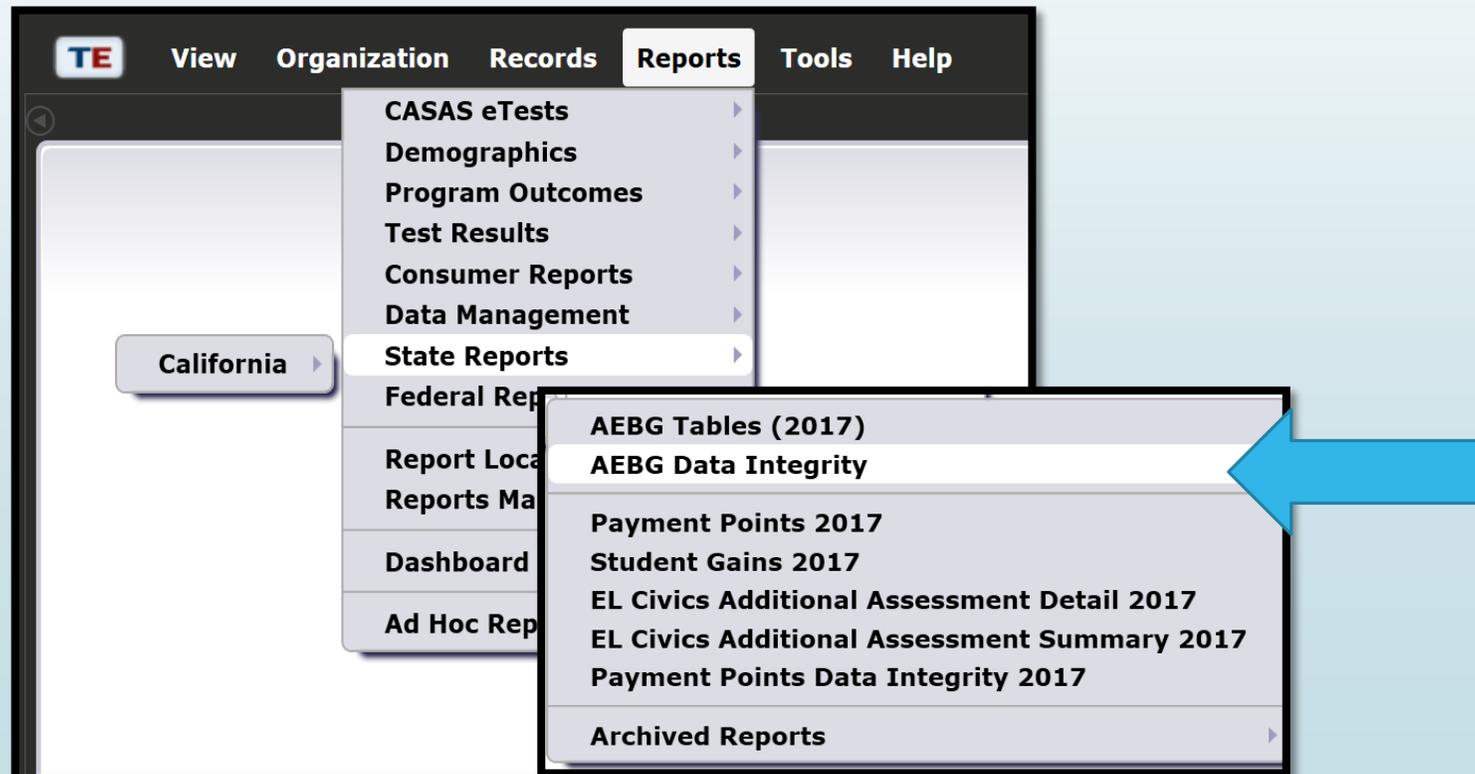
**Education & Goals**  
Instructional Levels:  ESL  ABE/ASE  
Goals:  N/A  Primary  Retain Job  Primary  U.S. Citizenship  
 Primary  Improve basic skills  Primary  Get a better job  Primary  Military  
 Primary  Improve English skills  Primary  Enter college or training  Primary  Personal Goal  
 Primary  H.S. Dipl./HSE  Primary  Work-based project  Primary  None  
 Primary  Get a Job  Primary  Family Goal  Primary  Other Attainable Goal

**Class Activity**  
Class: [No selection] [dropdown]  
Attendance:  Student Update (Cumulated) Hours: [ ] Minutes: [ ] Total hours since July 1  
 Student Update Hours: [ ] Minutes: [ ] Hours since last update



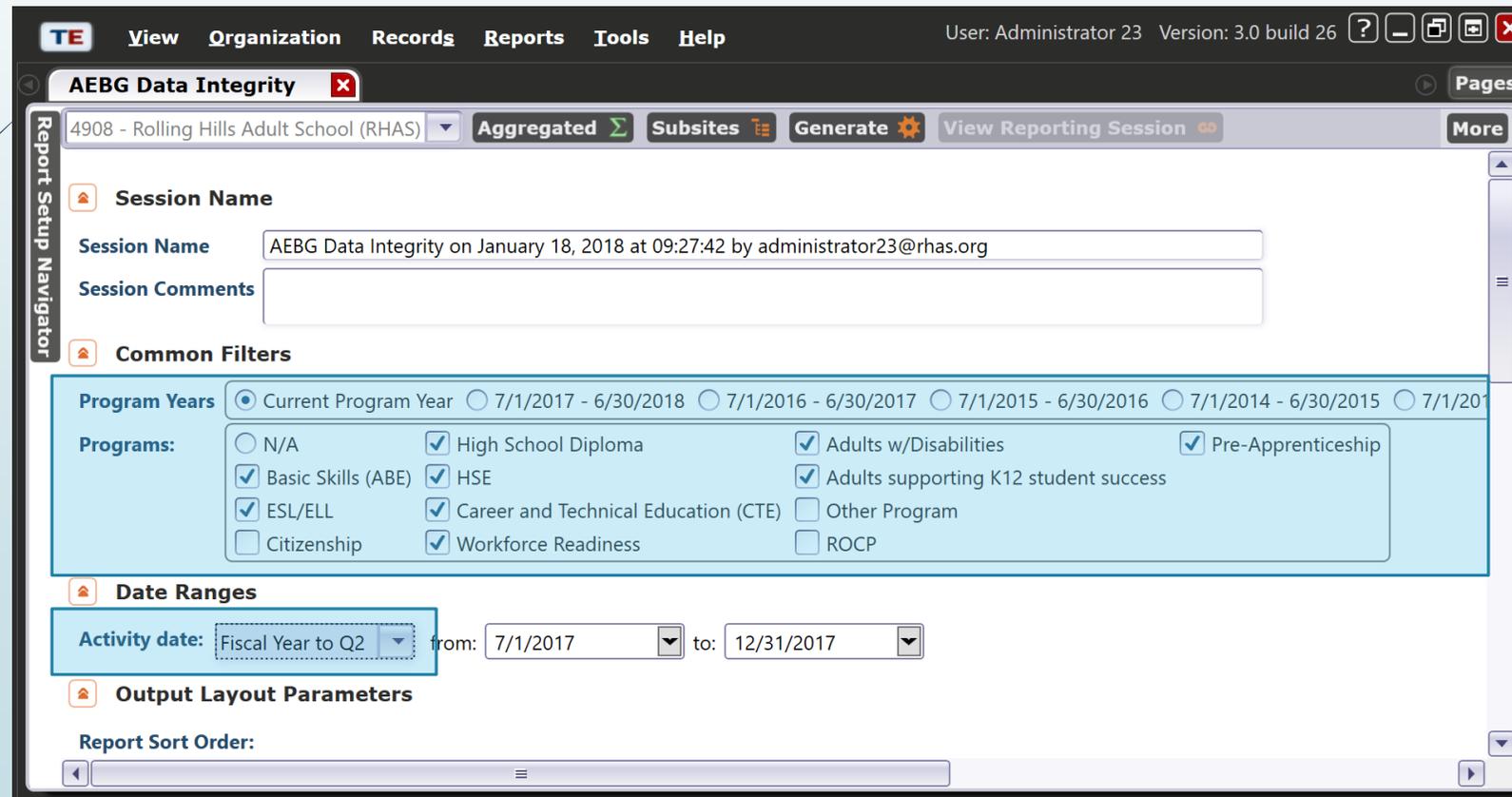
# Checking the Quality & Completeness of your Data

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



# DIR, cont.

In the report set-up window, make sure your **AEBG programs** are marked and under **“Date Ranges,”** click the drop-down menu and choose **“Fiscal Year to Quarter 2.”**



**TE** View Organization Records Reports Tools Help User: Administrator 23 Version: 3.0 build 26

**AEBG Data Integrity** x Pages

4908 - Rolling Hills Adult School (RHAS) Aggregated Subsites Generate View Reporting Session More

**Report Setup Navigator**

**Session Name**

Session Name: AEBG Data Integrity on January 18, 2018 at 09:27:42 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  7/1/2013 - 6/30/2014

**Programs:**

<input type="checkbox"/> 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 checked="" type="checkbox"/> Workforce Readiness	<input type="checkbox"/> ROCP	

**Date Ranges**

Activity date: **Fiscal Year to Q2** from: 7/1/2017 to: 12/31/2017

**Output Layout Parameters**

Report Sort Order:

# Summary Information

Students who received services but did not enroll in a class.

Summary Information	
Students in the Services Section	239
Students not enrolled in the 7 AEBG programs	49
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	7
Marked Wages Outcome but did not have AEBG Program	0
Marked Transition Outcome but did not have AEBG Program	6
Students enrolled in the 7 AEBG programs	190

Total Students enrolled or have received Services

Students who achieved outcomes but are not enrolled in an AEBG program

Enroll these students in an AEBG program in order to claim the outcome!

# AEBG Data Integrity Report

- Items 1 – 9 are required elements, that if missing, could affect your outcomes.
- Items 10-25b reflect totals in your database, including items that may be missing key information.
- Right-click on the item number to get to the student records to add or edit information.



01/18/2018  
09:35:28

## AEBG Data Integrity

Page 1 of 2  
AEBGDI

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2017-2018

Summary Information	
Students in the Services Section	239
Students not enrolled in the 7 AEBG programs	49
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	7
Marked Wages Outcome but did not have AEBG Program	0
Marked Transition Outcome but did not have AEBG Program	6
Students enrolled in the 7 AEBG programs	190

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	1	0.53 %
02 Less than 12 Hours of Instruction	88	46.32 %
02a Zero or Empty Hours of Instruction	81	42.63 %
02b Total hours between 1-11 hours	7	3.68 %
03 No Highest Year of School/Degree Earned	29	15.26 %
03a No Highest Year of School	26	13.68 %
03b No Highest Degree Earned	8	4.21 %
04 No Gender	1	0.53 %
05 No Race/Ethnicity	4	2.11 %
06 Total Reported Labor Force Status	118	62.11 %
06a Total 'Employed'	49	25.79 %
06b Total 'Employed with notice'	0	0.00 %
06c Total 'Unemployed'	53	27.89 %
06d Total 'Not in Labor Force'	15	8.42 %
06e Total missing Labor Force Status	69	36.32 %
08 No Pretest	83	43.68 %
09 No Post-Test	147	77.37 %
10a Learners with a pre-/post-test pair	40	21.05 %
10b Learners with a pre-/post-test pair, but have not completed a level	21	11.05 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	19	10.00 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
12a Passed HSE	0	0.00 %
12b Passed HSE but instructional program not HSE	0	0.00 %
12c Passed HSE but Highest Degree Earned is HSE or higher	0	0.00 %
13a Earned HS diploma	0	0.00 %
13b Earned HS diploma but instructional program not HS diploma	0	0.00 %
14a Learners with only One Period of Participation	103	54.21 %
14b Learners with More than One Period of Participation	26	13.68 %
15a Learners with 90-97 days between Dates of Service	1	0.53 %
15b Learners with 83-89 days between Dates of Service	2	1.05 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	22	11.58 %
18 No Secondary Goal	30	15.79 %
19 Learners with at least one Barrier to Employment	9	4.74 %
19a Learners with Multiple Barriers to Employment	0	0.00 %
19b Learners with No Barriers to Employment	178	93.68 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	3	1.58 %
21 Learners with a pretest in the conservative estimate range	7	3.68 %
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	16	8.42 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	42	22.11 %
23a Achieved AEBG Outcome for HSD/HSE	0	0.00 %
23b Marked HSD/HSE outcome but did not qualify for AEBG	0	0.00 %
24a Achieved AEBG Outcome for Post-Secondary	0	0.00 %
24b Marked Post-Secondary Outcome for AEBG but did not qualify for AEBG	0	0.00 %
25a Achieved AEBG Outcomes for Employment	17	8.95 %
25b Marked Employment Outcome but did not qualify for AEBG	4	2.11 %



# What's next?

- Your agency's data is in TOPSPro
- You've added any missing data or corrected items in your data based on your AEBG DIR report.

Now, generate a new AEBG DIR for dates July 1 through December 31.

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

## That's it!



# For more information

For technical assistance:

- ▶ call CASAS at 1-800-255-1036
- ▶ email at [techsupport@casas.org](mailto:techsupport@casas.org)

Thank you for attending!

