AEBG

Data Submission Guidelines for Quarter 3, July 1, 2017 – March 31, 2018

- Due April 30, 2018

Due Dates

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

- April 30 (end of quarter – March 31)
  - Third Quarter Data, TOPSpro® Enterprise Due
  - Third 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 all that apply or leave blank)

- ◯ Supportive
- ◯ Training
- ◯ Transition

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

ASAP

Schoolhouse

AIM

Banner

TOPSPro Enterprise
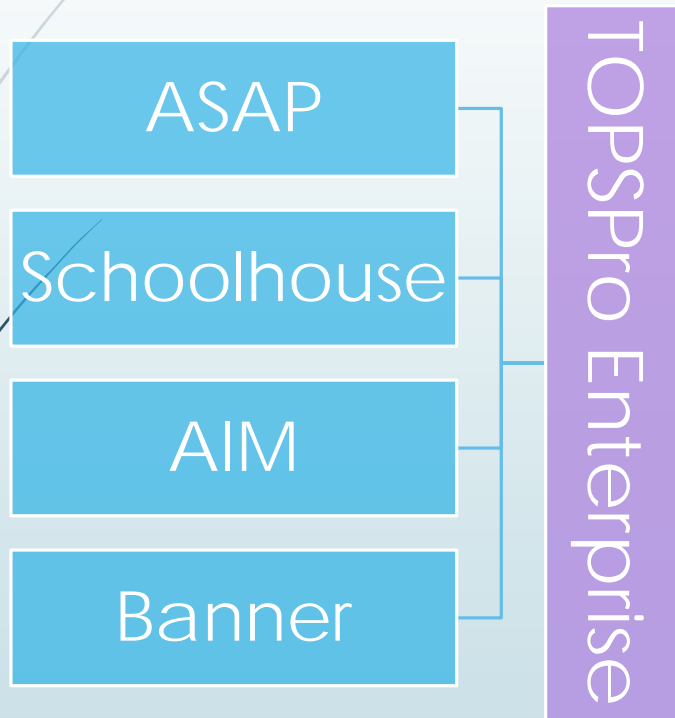
- Include all attendance hours from July 1 to the end of the quarter
- If using a 3rd party attendance system,
  - export your files from your attendance system as csv files
  - save the files onto your desktop
  - in TE, use the Import Wizard under Tools to move your data.

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 (9th/10th grade) to ASE High (11th/12th 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 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

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*
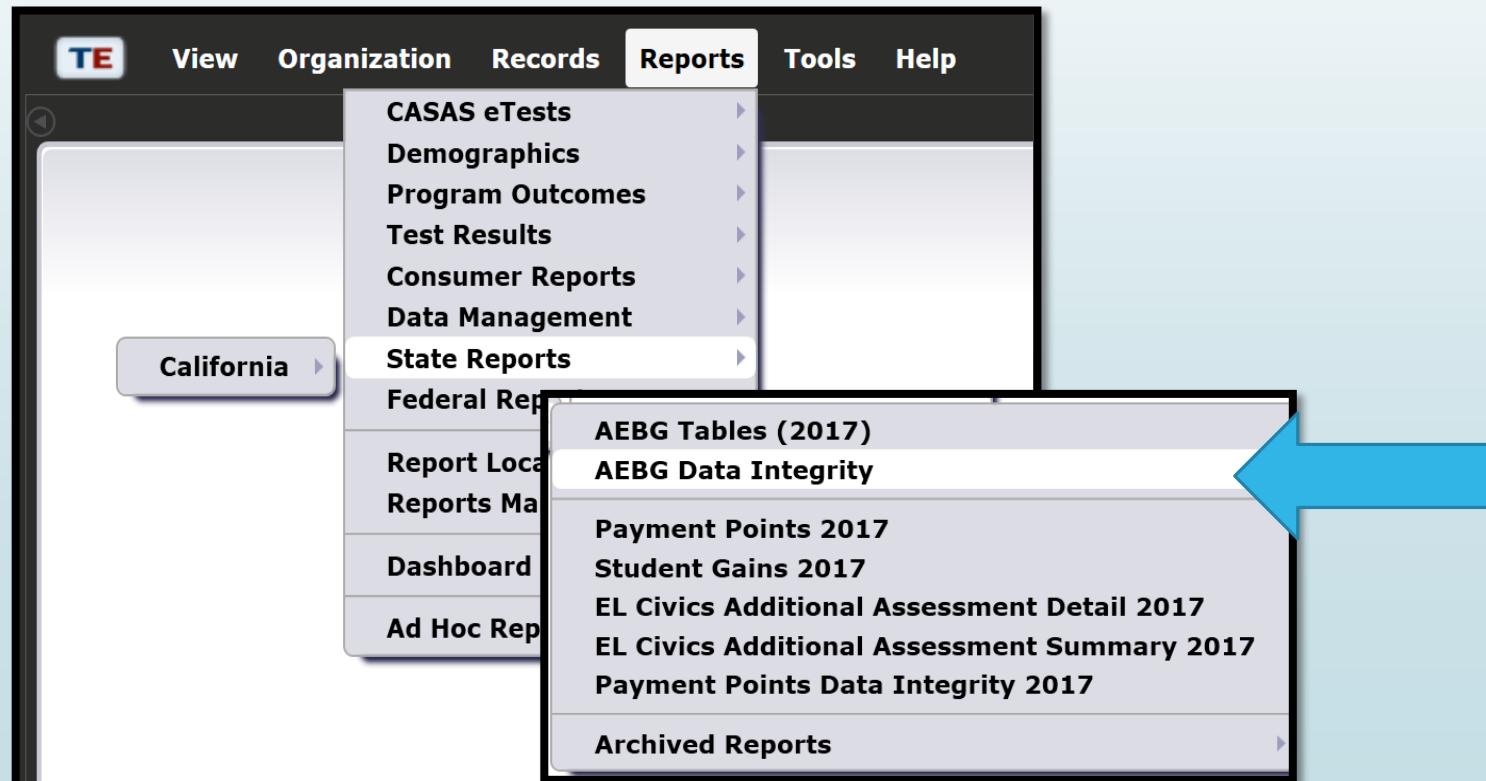
DIR, cont.

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 3."*

Summary Information

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

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

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.

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	7
Marked Literacy Gains Outcome but did not have AEBG program	0
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	3
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	232
Students Concurrently Enrolled in High School/K12	5
Students eligible for Data Integrity	**227**

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	1	0.43 %
02 Less than 12 Hours of Instruction	93	40.09 %
02a Zero or Empty Hours of Instruction	83	35.78 %
02b Total hours between 1-11 hours	10	4.31 %
03 No Highest Year of School/Degree Earned	35	15.09 %
03a No Highest Year of School	32	13.79 %
03b No Highest Degree Earned	8	3.45 %
04 No Gender	1	0.43 %
05 No Race/Ethnicity	4	1.72 %
06 Total Reported Labor Force Status	127	54.74 %
06a Total 'Employed'	54	23.28 %
06b Total 'Employed with notice'	0	0.00 %
06c Total 'Unemployed'	57	24.57 %
06d Total 'Not in Labor Force'	16	6.90 %
06e Total missing Labor Force Status	100	43.10 %
08 No Pretest	104	44.83 %
09 No Post-Test	160	68.97 %
09a No Post-Test or HSE/HSD	160	68.97 %
10a Learners with a pre-/post-test pair	67	28.88 %
10b Learners with a pre-/post-test pair, but have not completed a level	26	11.21 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	41	17.67 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	1	0.43 %
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	172	74.14 %
14b Learners with More than One Period of Participation	0	0.00 %
15a Learners with 90-97 days between Dates of Service	2	0.86 %
15b Learners with 83-89 days between Dates of Service	3	1.29 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	20	8.62 %
18 No Secondary Goal	29	12.50 %
19 Learners with at least one Barrier to Employment	9	3.88 %
19a Learners with Multiple Barriers to Employment	0	0.00 %
19b Learners with No Barriers to Employment	218	93.97 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	3	1.29 %
21 Learners with a pretest in the conservative estimate range	7	3.02 %
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	20	8.62 %

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 March 31.

☑ Export it as a pdf.

☑ Attach it to an email and send to 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, Option 2

- email at techsupport@casas.org

Thank you for attending!