AEP

Data Submission Guidelines for Quarter 1 – July 1, 2018 – September 30, 2018

- Due October 31, 2018 – Program Year: 2018-19

Due Dates

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

- October 31 (First Quarter – September 30)
  - First Quarter Data, TOPSpro® Enterprise Due
  - First Quarter –AEP Data Integrity Report (e-mail, fax, or mail hard copy to CASAS) aebg@casas.org

Preparing your TOPSpro (TE) Data

- Each Agency needs to enter every student enrolled in, or received services from, an AEP-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 AEP 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 AEP
  - CASAS
  - Other approved tests can be found on the AEP 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
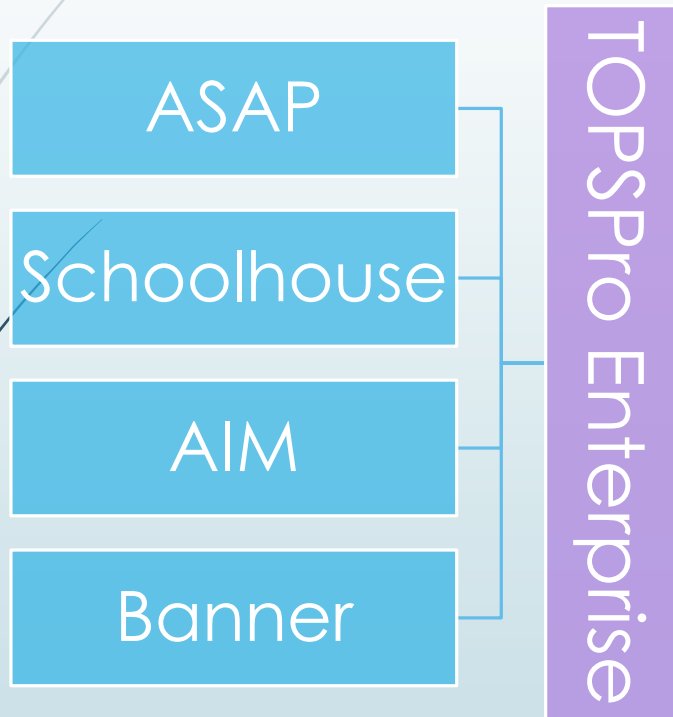
- Include all attendance hours from July 1 to September 30
- If using a 3rd party attendance system,
  - export your files from your attendance system as csv files
  - save the files onto your desktop
  - in TE, use the Import Wizard under Tools to move your data.

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 **AEP Data Integrity Report** (DIR)
  - In TOPSPro Enterprise, go to *Reports > State Reports> California> AEP Data Integrity*
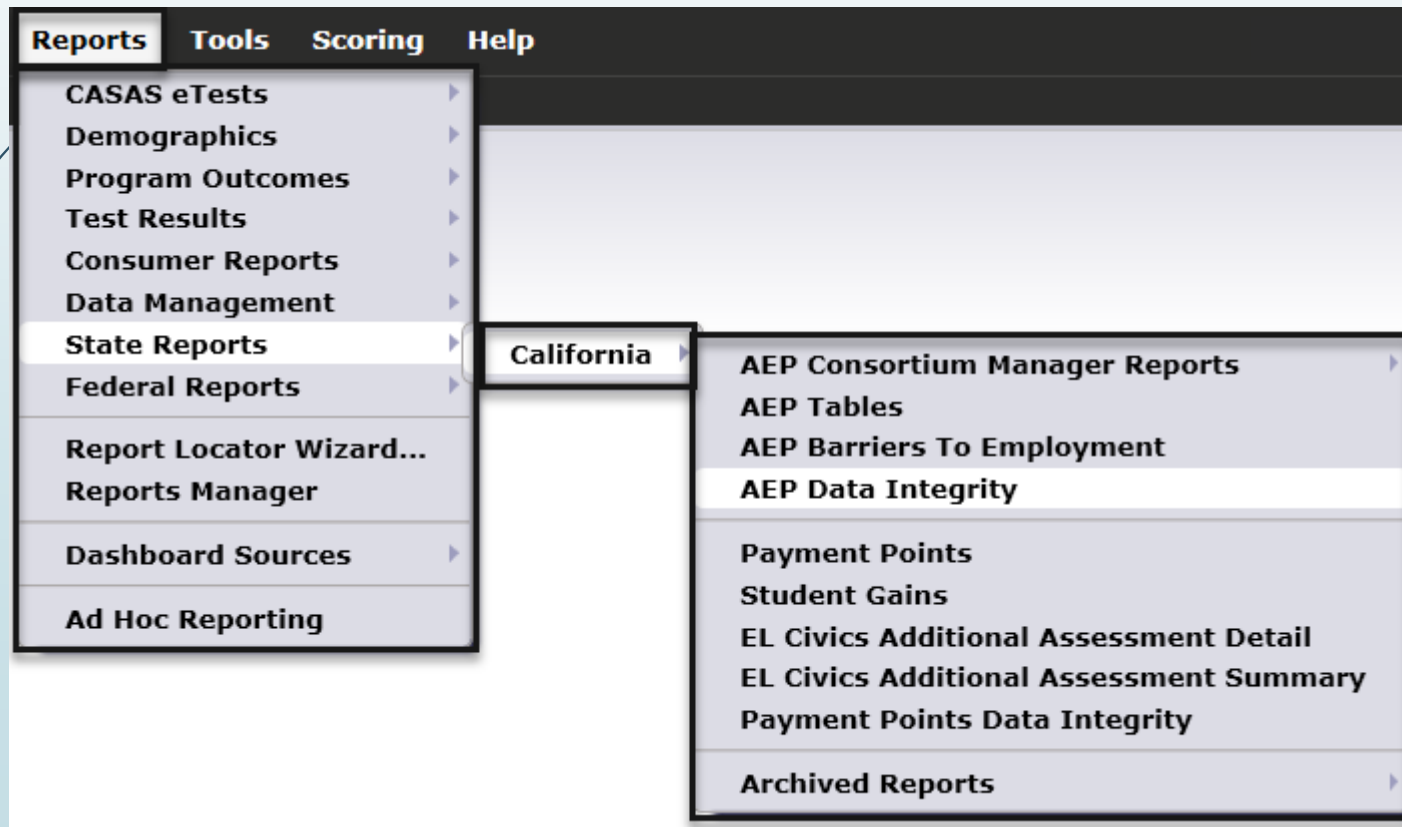
DIR, cont.

In the report set-up window, under Common Filters, the Program Year is automatically marked as the Current Program Year.

Your **AEP programs** are marked by default (automatically) and click Generate.

Summary Information

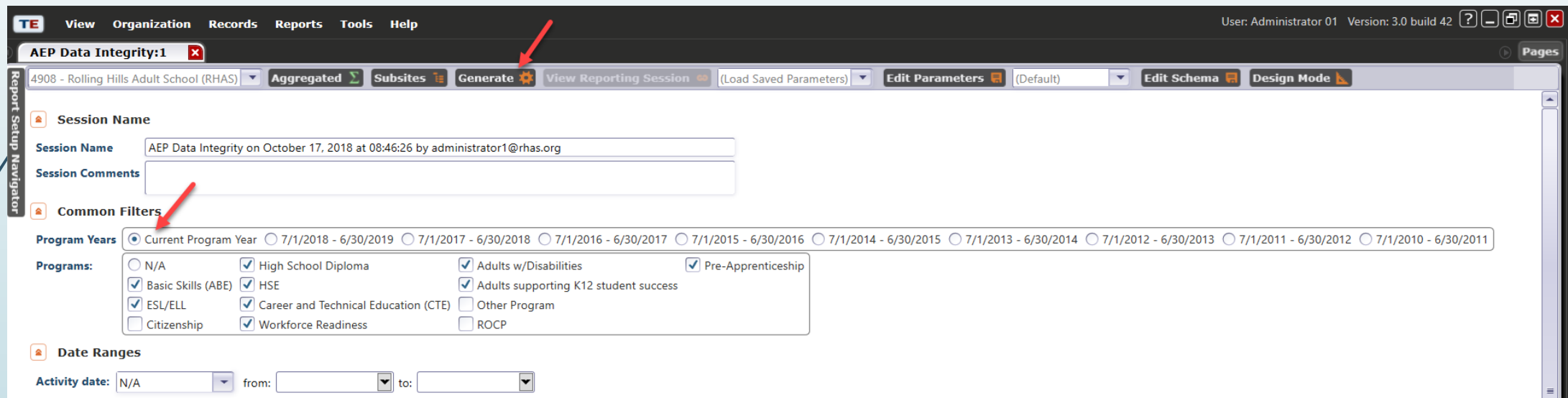| Summary Information	
Students in the Services Section	1318
Students not enrolled in the 7 AEP programs	4
Marked Literacy Gains Outcome but did not have AEP program	0
Marked HSD/HSE Outcome but did not have AEP Program	0
Marked Post-Secondary Outcome for AEP but did not have AEP Program	0
Marked Employment Outcome but did not have AEP Program	0
Marked Wages Outcome but did not have AEP Program	0
Marked Transition Outcome but did not have AEP Program	0
Students enrolled in the 7 AEP programs	1314
Students Concurrently Enrolled in High School/	5
Students eligible for Data Integrity	**1309**

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 AEP program

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

AEP 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.

CASAS
10/17/2018
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AEP Data Integrity

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AEBGDI

Agency: 4908 - Rolling Hills Adult School (RHAS)   **Program Year:** 2018-2019

Summary Information

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Marked Employment Outcome but did not have AEP Program	0
Marked Wages Outcome but did not have AEP Program	0
Marked Transition Outcome but did not have AEP Program	0
Students enrolled in the 7 AEP programs	1314
Students Concurrently Enrolled in High School/K12	5
Students eligible for Data Integrity	**1309**

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	3	0.23 %
02 Less than 12 Hours of Instruction	578	44.16 %
02a Zero or Empty Hours of Instruction	193	14.74 %
02b Total hours between 1-11 hours	385	29.41 %
03 No Highest Year of School/Degree Earned	39	2.98 %
03a No Highest Year of School	36	2.75 %
03b No Highest Degree Earned	10	0.76 %
04 No Gender	4	0.31 %
05 No Race/Ethnicity	7	0.53 %
06 Total Reported Labor Force Status	1,212	92.59 %
06a Total 'Employed'	447	34.15 %
06b Total 'Employed with notice'	10	0.76 %
06c Total 'Unemployed'	583	44.54 %
06d Total 'Not in Labor Force'	172	13.14 %
06e Total missing Labor Force Status	97	7.41 %
08 No Pretest	233	17.80 %
09 No Post-Test	858	65.55 %
09a No Post-Test or HSE/HSD	850	64.94 %
09b No Post-Test and pretest below ASE High	822	62.80 %
10a Learners with a pre-/post-test pair	451	34.45 %
10b Learners with a pre-/post-test pair, but have not completed a level	187	14.29 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	264	20.17 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0.00 %
12a Passed HSE	9	0.69 %
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	3	0.23 %
13b Earned HS diploma but instructional program not HS diploma	0	0.00 %
15a Learners with 90-97 days between Dates of Service	0	0.00 %
15b Learners with 83-89 days between Dates of Service	0	0.00 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	31	2.37 %
18 No Secondary Goal	40	3.06 %
19 Learners with at least one Barrier to Employment	582	44.46 %
19a Learners with Multiple Barriers to Employment	257	19.63 %
19b Learners with No Barriers to Employment	727	55.54 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	12	0.92 %
21 Learners with a pretest in the conservative estimate range	73	5.58 %
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	173	13.22 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	136	10.39 %

What's next?

☑ Your agency's data is in TOPSPro Enterprise Online

☑ You've added any missing data or corrected items in your data based on your AEP DIR report.

Now, generate a new AEP DIR for the 2018-19 Program Year.

☑ Export it as a pdf.

☑ Attach it to an email and send to aebg@casas.org and your designated consortium data manager. Email has not changed yet, we will announce when it does.

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!