

## 2012–13 END-OF-YEAR DATA SUBMISSION INSTRUCTIONS

All California Workforce Investment Act (WIA), Title II Sections 225/231 and English Literacy and Civics (EL Civics) funded agencies must submit data and other information to the Comprehensive Adult Student Assessment Systems (CASAS) by **August 15, 2013**. All deliverables must be received by CASAS on or before this date.

In order to be in full compliance of the WIA, Title II grant, all agencies must complete Steps 1 through 5 below:

### **STEP 1: Complete the Adult Education Personnel Information before Submitting Data**

- A. In the TOPSpro<sup>®</sup> Enterprise software, under the **Organization** menu, click **Agencies**.
- B. Open the record for your agency.
- C. On the **Navigator** bar, click **Program Years**.
- D. Open the record for the current (2012–13) **Program Year**.
- E. Under the **Program Year** record enter information for **Adult Education Personnel**. Enter the number of adult education personnel in your WIA, Title II and/or EL Civics programs for each category.
- F. Under the **Program Year** record enter information for **Years of Experience**. Enter the number of teachers that corresponds to each of the three years of experience categories.
- G. Under the **Program Year** record enter information for **Certification**. Enter the number of teachers that meets the criteria for the four certification categories.
- H. **Click Save**.

### **STEP 2: Verify Your TOPSpro<sup>®</sup> Enterprise Setup**

- A. **For the Workforce Investment Act, Title II and English Literacy and Civics Education Funded Agencies:**
  - In the TOPSpro<sup>®</sup> Enterprise software, under the **Organization** menu, click **Agencies**.

- Open the record for your agency.
- Verify that your agency's funding sources are correct. "California" appears in the **State** field and the **Current Program Year** shows "7/1/2012–6/30/2013."

**B. For English Literacy and Civics Education Funded Agencies Only:**

- In the TOPSpro<sup>®</sup> Enterprise **Class Instances Lister**, open the records for each of your EL Civics classes. Make certain that you have selected either Civic Participation or Citizenship Preparation as appropriate in the **Focus Area** field. On the **Organization** menu, select **Classes**, and open **Class Instances Lister**.
- Check to make certain that you downloaded all approved additional assessments to your TOPSpro<sup>®</sup> Enterprise installation.
  - i. On the **Organization** menu, select **Agencies**, and open your agency's record.
  - ii. Verify your County, District, School (CDS) Vendor code.
  - iii. On the **Navigator** bar, click **Program Years**, and open the record for the current 2012–13 Program Year.
  - iv. On that record's **Navigator** bar, click **Additional Assessments** and verify that the correct assessments are listed.
  - v. If the assessments are not listed, go to the **Tools** menu, select **Additional Assessments Import Wizard**, and follow the steps.

**C. For 231 English as a Second Language Citizenship Funded Agencies Only**

- In the TOPSpro<sup>®</sup> Enterprise **Class Instances Lister**, find the records for your English as a Second Language (ESL) Citizenship classes and make certain that you have selected 231 ESL Citizenship in the **Focus Area** field.

**STEP 3: Submit Your TOPSpro<sup>®</sup> Enterprise Data Electronically or by Mail**

All WIA, Title II funded agencies must send end-of-year TOPSpro<sup>®</sup> Enterprise data either electronically or by a mailed CD.

#### A. Agencies using desktop version of TOPSpro<sup>®</sup> Enterprise

- **Electronic Data Submission:** For agencies with internet access, go to the Tools menu, select **Backup Wizard**, and follow the steps of the wizard. On the final screen, make certain that the checkboxes titled **Backup Locally** and **Submit Data to CASAS** are checked.
- **Data Submission by Mail:** For agencies with no internet access, go to the **Tools** menu, select **Backup Wizard**, and follow the steps of the wizard. When you see the message “backup operation completed successfully,” click **OK** and close TOPSpro<sup>®</sup> Enterprise.
- You must then copy the files saved on your desktop onto a CD ROM or a USB Flash Drive and send it as stated below; otherwise, your data will not be sent to CASAS.
- Send disk(s) with all hard copy end-of-year requirements to CASAS. Please use padded or protected envelopes when sending electronic data by mail. Your agency’s Primary Contact will receive an e-mail confirmation once CASAS receives and processes your submission.

#### B. Agencies using online version of TOPSpro<sup>®</sup> Enterprise

- For agencies using TOPSpro<sup>®</sup> Enterprise Online, once you submit your agency’s **Data Integrity Report** and **Payment Points Summary Report**, CASAS will consider your data to be complete and submitted.

#### STEP 4: Instructions for Printing Required Reports

All WIA, Title II and EL Civics agencies must print out and submit a **Data Integrity Report** and **Payment Points Summary Report** for program year 2012–13.

- Data Integrity Report:** On the TOPSpro<sup>®</sup> Enterprise Reports menu, point to **Data and Class Management** and select **Data Integrity**. Make certain **Current Program Year** is selected. Click **Generate**. Once the report is open, click **Export** to save the report as an Adobe PDF file. You can mail the printed report, fax it to 858-292-2910, or e-mail it as a PDF attachment to [capm@casas.org](mailto:capm@casas.org).
- Payment Points Summary Report:** On the TOPSpro<sup>®</sup> Enterprise Reports menu, point to **State Reports**, and then click **Payment Points Summary**. Make certain **Current Program Year** is selected. Click **Generate**. Once the report is open, click **Export** to save the report as an Adobe PDF file. You can mail the printed report, fax it to 858-292-2910, or e-mail it as a PDF attachment to [capm@casas.org](mailto:capm@casas.org).

**STEP 5: Instructions for Completing the End-of-Year Data Submission Certification Letter (Attachment 2) and Submitting all Requirements to Comprehensive Adult Student Assessment Systems**

- A. Complete the **Certification Letter** (Attachment 2 of the **End-of-Year Letter** sent by the California Department of Education) by checking off all of the requirements and obtaining the signature of an authorized individual at your agency. **A hard copy of the Certification Letter must be mailed, as it requires an original signature.**
  
- B. Send the completed **End-of-Year Data Submission Certification Letter** and any other printed deliverables to:

**CASAS**  
**2012–13 End-of-Year Data Submission**  
**5151 Murphy Canyon Road, Suite 220**  
**San Diego, CA 92123**

- C. Please submit all data-related deliverables on time, to ensure that everything is received by CASAS on or before **August 15, 2013.**

If you have any questions regarding these requirements or the end-of-year data submission process, please e-mail [capm@casas.org](mailto:capm@casas.org).

If you need help using TOPSpro<sup>®</sup> Enterprise, please contact CASAS Technical Support, by phone at 800-255-1036 or by e-mail at [techsupport@casas.org](mailto:techsupport@casas.org).