RECOMMENDATIONS FOR SUBMITTING
COMPLETE AND ACCURATE DATA

Before submitting your agency's end-of-year TOPSpro® Enterprise data, it is recommended that you review it to identify any potential problems. The reports listed below are designed to assist you in maintaining complete and accurate data.

Reports for Discovering Problems and Repairing Records:

1. **Data Integrity Detail:** On the **Reports** menu, point to **Data Management** and select **Data Integrity Detail.** This report lists all data issues by student name.

2. **Data Integrity:** On the **Reports** menu, point to **Data Management** and select **Data Integrity.** This report provides information by item number rather than by student name.

3. **Payment Points Monitor Report:** On the **Reports** menu, point to **State Reports, California,** and select **Payment Points Monitor.** This report shows payment point attainment at the class and student-level and any existing drop reasons for each student.

4. **Payment Points Summary Audit Report:** On the **Reports** menu, point to **State Reports, California,** and select **Payment Points Exceptions.** This report lists totals by drop reason, with the ability to drill down to obtain specific lists of affected students, enabling an agency to complete missing data or understand why a student may not have generated a payment point.

5. **English Literacy and Civics Education (EL Civics) Specific Reports:** On the **Reports** menu, point to **State Reports, California,** and select **EL Civics Additional Assessment Detail (or Summary.)** These reports can assist in identifying potential data problems in your agency's EL Civics Program:

   - The **Additional Assessments Summary** lists an agency's EL Civics classes and indicates how many additional assessments were attempted and passed by class.

   - The **Additional Assessments Detail** shows the same information as the Summary, but at the student-level, and also displays any existing drop reasons for each student.