

DATA DICTIONARY

TOPSPRO ENTERPRISE RECORD INSTRUCTIONS

Entry Record—Form EUUS-016

The following table indicates the specific data elements required. A check mark (√) indicates the data element must be entered. The letters IR (if required) indicate that a local agency chooses to collect information on a particular data element.

Record Type / Field		WIA 225/231	WIA EL Civics
1a	Student Name / Phone	√	√
1b	Student Address/Email	√	√
2	Instructor Name	IR	IR
3	Student ID	√	√
4	Gender	√	√
5	Date of Birth	√	√
6	Highest Years of School	√	√
7	Highest Diploma	√	√
8a	Ethnicity	√	√
8b	Race	√	√
9	Native Language	√	√
10	Date of Entry Class	√	√
11	Instructional Program	√	ESL
12	Attainable Goal (1 & 2)	IR	IR
13	Special Programs	IR	IR
14	Employment Barriers	√	√
15	Class Number	√	√
16	Personal Status	IR	IR
17	Employment Sector	IR	IR
18	Labor Force Status	√	√
19	Instructional Level	IR	IR
20	Provider Use		

√ = Must be filled in.

IR = If required (by instructional program, agency or funding source)

√* = Mark for high school diploma students

The following table identifies the requirements and data elements of the new Entry Record Form (EUUS-016).

Local Agency Number: Print your CASAS local agency ID Number (provided by CASAS).

Site Number: Leave blank unless instructed otherwise by your local agency.

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
1a Student Name and Student Phone Number	Enter last name, then first name. Students with two last names should choose one name and use this name consistently on all subsequent forms.
1b Student Address and Student E-mail	Enter student address and e-mail address (if applicable) here.
2 Instructor Name	Local agency-use field only—Enter instructor’s name or other designators as directed by the local agency. Agencies use this space to indicate an instructor, a class time, location, or other information used for identification.
3 Student Identification	Enter the unique student identification number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique ID number for each student. Note: This field is critical. TOPSpro™ Enterprise links all student information by their unique student identification (ID) number. Students must use one unique ID number on all forms in all classes during the current program year. Agencies must ensure that student data submitted to the CDE is unduplicated.
Social Security Number	Bubble “Yes” if this is the student’s Social Security number. Bubble “No” for a substitute identification number.
4 Gender	Mandatory field—indicate male or female.
5 Date of Birth	Mandatory field—enter student’s date of birth. Mark the month (MM), day (DD), and year (YY). Use a leading zero for numbers less than 10. Example: If date of birth is August 9, 1973, indicate 08-09-73.
6 Highest Year of School Completed	Indicate the number of years of formal schooling the learner has completed. Schooling in the United States or abroad is included. Use a leading zero for numbers less than ten.

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions																				
I earned the above outside of the U.S.	<p>Please indicate whether the student completed formal schooling outside the United States. If the student completed some schooling in the U.S., and some outside the U.S., then mark this only if more than 50 percent was completed outside the U.S.</p> <p>Example: If a student's highest year was grade 9, with grades 1-6 completed in the person's home country, and grades 7-9 completed in the U.S., then check this box, because the majority of schooling was outside the U.S.</p>																				
7 Highest Diploma or Degree Earned	<p>Mark one. Indicate the highest credential or degree the learner has achieved. Schooling in the United States or abroad is included.</p> <table border="1" data-bbox="545 730 1419 1892"> <tbody> <tr> <td data-bbox="545 730 899 821">None</td> <td data-bbox="899 730 1419 821">= Has no high school level diploma or GED certificate.</td> </tr> <tr> <td data-bbox="545 821 899 974">High School Equivalency</td> <td data-bbox="899 821 1419 974">= Obtained high school equivalency, such as a HiSET GED, or TASC certificate issued by the state HSE office.</td> </tr> <tr> <td data-bbox="545 974 899 1064">HSD</td> <td data-bbox="899 974 1419 1064">= Traditional HSD or alternative high school or adult HSD.</td> </tr> <tr> <td data-bbox="545 1064 899 1255">Individual Education Plan</td> <td data-bbox="899 1064 1419 1255">= Participant has a disability and attained a certificate of school attendance/completion as a result of successfully completing an Individual Education Plan (IEP).</td> </tr> <tr> <td data-bbox="545 1255 899 1409">Technical/Certificate</td> <td data-bbox="899 1255 1419 1409">= Received a certificate of completion in a professional/technical program. (Examples: welding, cosmetology, phlebotomy, nurse's assistant)</td> </tr> <tr> <td data-bbox="545 1409 899 1528">Some College, No Degree</td> <td data-bbox="899 1409 1419 1528">= Has enrolled in an accredited institution but has not earned a degree.</td> </tr> <tr> <td data-bbox="545 1528 899 1619">A.A./A.S. Degree</td> <td data-bbox="899 1528 1419 1619">= Has a two-year degree from an accredited institution.</td> </tr> <tr> <td data-bbox="545 1619 899 1738">4-year College</td> <td data-bbox="899 1619 1419 1738">= Has a four-year degree from an accredited institution; i.e., bachelor of arts or science degree.</td> </tr> <tr> <td data-bbox="545 1738 899 1822">Higher than B.A./B.S.</td> <td data-bbox="899 1738 1419 1822">= Has completed accredited course work beyond a four-year degree.</td> </tr> <tr> <td data-bbox="545 1822 899 1892">Other</td> <td data-bbox="899 1822 1419 1892">= Was awarded some type of diploma not included above.</td> </tr> </tbody> </table>	None	= Has no high school level diploma or GED certificate.	High School Equivalency	= Obtained high school equivalency, such as a HiSET GED, or TASC certificate issued by the state HSE office.	HSD	= Traditional HSD or alternative high school or adult HSD.	Individual Education Plan	= Participant has a disability and attained a certificate of school attendance/completion as a result of successfully completing an Individual Education Plan (IEP).	Technical/Certificate	= Received a certificate of completion in a professional/technical program. (Examples: welding, cosmetology, phlebotomy, nurse's assistant)	Some College, No Degree	= Has enrolled in an accredited institution but has not earned a degree.	A.A./A.S. Degree	= Has a two-year degree from an accredited institution.	4-year College	= Has a four-year degree from an accredited institution; i.e., bachelor of arts or science degree.	Higher than B.A./B.S.	= Has completed accredited course work beyond a four-year degree.	Other	= Was awarded some type of diploma not included above.
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Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
I earned the above outside of the U.S.	Please indicate whether the student earned the degree or diploma outside the United States. This check box should directly respond to the specific degree indicated in this field.
8a Ethnicity	<p>Mark one. Indicate the group with which the student primarily identifies:</p> <p>Hispanic or Latino = Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.</p> <p>Not Hispanic or Latino = Not included in the above definition.</p>
8b Race	<p>Mark one or more, according to student's origins:</p> <p>White = A person who has origins in any of the original peoples of Europe, North Africa, or the Middle East but not of Hispanic culture or origin.</p> <p>Asian = A person who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g., China, India, Japan, and Korea).</p> <p>Black or African American = A person who has origins in any of the Black racial groups of Africa.</p> <p>Native Hawaiian Or Other Pacific Islander = A person who has origins as a native of the Hawaiian Islands or the other islands of the Pacific, such as the Philippine Islands and Samoa.</p> <p>American Indian or Alaska Native = A person who has origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.</p>
9 Native Language	<p>Mark one. Indicate the prevalent language spoken in the home when the student was a child.</p> <p><i>Note: There are additional native language options available inside TE software that are not featured on the EUUS form.</i></p>
10 Date of Entry into this Class	Enter the date that the student began the instructional program within the current program year. Use a leading zero for the numbers less than ten.

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
11 Instructional Program	Mark only one of the following instructional programs.
	<p>Basic Skills = For adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family.</p> <p>ABE</p>
	<p>ESL/ELL = Helps adults who are limited English proficient achieve competence in the English language.</p>
	<p>Citizenship = Class to obtain U.S. citizenship.</p>
	<p>High School Diploma = Includes traditional HSD, alternative high school or adult HSD.</p>
	<p>High School Equivalency = Preparation for high school equivalency exams, such as the HiSET, GED or TASC test. Includes learners working on HSE in languages other than English (such as Spanish GED).</p>
	<p>Career and Technical Education = Sequence of courses that relate directly to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.</p>
	<p>Workforce Readiness = Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include:</p> <ul style="list-style-type: none"> • Job seeking and job-keeping skills • Work habits training • Career decision-making • Career assessment • Job placement
<p>Adults with Disabilities = Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments:</p> <ul style="list-style-type: none"> • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability 	

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions	
		<ul style="list-style-type: none"> • Physical disabilities • Traumatic brain injury • Neurological disability
	Pre-Apprenticeship	<p>Services and programs designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.</p>
	Adults Supporting K-12 Student Success	<p>= Program of services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:</p> <ul style="list-style-type: none"> a. Interactive literacy activities between parents and their children b. Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children c. Parenting skills
12 Attainable Goal Within Current Program Year		<p>Select one primary goal in the column marked '1' and a secondary goal in the column marked '2'. Ensure the student indicates a goal he or she hopes to attain within the current program year.</p> <p>Column 1 = Indicate primary goal Column 2 = Indicate secondary goal</p> <hr/> <p>Improve Basic Skills = Improve overall basic literacy skills.</p> <hr/> <p>Improve English Skills = Improve English literacy skills (e.g. speaking, listening or writing) to enable better communication with others.</p>

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	High School Diploma / GED = Achieve sufficient skills and credit hours to earn a state accredited secondary diploma or pass the GED examination.
	Get a Job = Obtain full or part-time paid employment.
	Retain Job = Upgrade skills to enable retention of current job or increase opportunities for promotion.
	Get a Better Job = Upgrade skills to increase opportunities for promotion or get a new job with more pay or responsibility.
	Enter College or Training = Achieve skills to enable enrollment in a postsecondary education program or job training program.
	Work-Based Project = Obtain the skills needed to complete a project student activity (i.e., a course of 12-30 hours duration designed to teach specific workplace skills).
	Family Goal = Meet a defined family goal related to instruction with a clearly definable outcome (such as increased involvement in children’s education, reading more to child, or similar goal.)
	U.S. Citizenship = Obtain skills to pass U.S. citizenship test.
	Military = Obtain requirements for entry into the military service.
	Personal Goal = Meet a defined personal goal related to a clearly definable outcome (such as pass a driver’s test or improve reading ability).
	None = No secondary reason for enrollment.
	Other = Any other goal related to instruction with a clearly definable outcome.
13 Special Programs	Indicate special program(s) student enrolls in. Mark all that apply. Important: Family Literacy students must mark “Family Literacy.” Vocational ABE and ESL (VABE/VESL) students must mark “Workplace Education”.
	None = Not enrolled in any program listed below.

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<p>EL Civics (IELCE) = ESL students enrolled in classes funded by the Section 231 or the Section 243 EL Civics grant.</p> <p>Note: For funding purposes, agencies must designate the appropriate EL Civics focus area at the agency and class level. Marking this field on the Entry Record does not qualify a learner for payment points purposes.</p>
	<p>Jail = City or county facility designed to confine or rehabilitate criminal offenders.</p> <p>Community Corrections = Community-based rehabilitation facility or halfway house.</p> <p>State Corrections = State correctional institution, prison, reformatory, work farm, detention center, or any other similar institution to confine or rehabilitate criminal offenders.</p> <p>Homeless Program = Instruction designed for homeless adults. A homeless individual is a person lacking a fixed, regular, and adequate nighttime residence as well as an individual having a primary nighttime residence that is:</p> <ul style="list-style-type: none"> • Supervised publicly or privately operated shelter designed to provide temporary living accommodations. Includes welfare hotels, congregate shelters, and transition housing for the mentally ill; • Institution that provides temporary residence for individuals intended to be institutionalized/or • Public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
	<p>Family Literacy (ABE/ESL) = Mark Family Literacy Special Program. Services of sufficient intensity and duration to promote sustainable changes in the family, and that integrate all of the following activities:</p>

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<ul style="list-style-type: none"> • Interactive literacy activities between parents and their children. • Training for parents on becoming the primary teacher for their children and participating as full partners in the education of their children. • Parent literacy training that leads to economic self-sufficiency. • Age-appropriate education to prepare children for success in school and life experiences.
Workplace Ed. (VABE/ VESL)	= Mark Workplace Education Special Program. Designed to increase workforce productivity through improved workplace literacy skills. Curriculum focuses on pre-employment and workplace competencies as well as general English language and communication skills. Curriculum should also provide students with necessary basic and cognitive skills, and personal and interpersonal qualities important to obtain and retain employment.
Tutoring	= Provides tutoring to students.
Distance Learning	= Primary instruction method (51% or more of the instruction) is non-classroom based and includes the use of instructional technology such as television, video, Internet, telephone, or similar technology.
Special Needs	= Designed for students with special needs.
Alternative Education [K-12]	= Leave blank (not applicable to California).
Non-Traditional Training	= Student enrolled in a program which is considered non-traditional for a particular gender, age, or other category.
Older Adults	= Services for older adults as determined by their agency.

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<p>Carl Perkins = Student qualifies for any of the Economically Disadvantaged Criteria included in the Carl Perkins Career and Technical Education Improvement Act of 2006 (Forms CDE-20 or CDE-21).</p>
<p>14 Barriers to Employment</p>	<p>Cultural Barriers = Record if the participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment</p>
	<p>Displaced Homemaker = Record if the participant has been providing unpaid services to family members in the home and who—</p> <ul style="list-style-type: none"> • Has been dependent on the income of another family member but is no longer supported by that income, or • Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a permanent change of station, or the service-connected death or disability of the member <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
	<p>English Language Learner = The participant is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.</p>
	<p>Ex - Offender = The participant is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b)</p>

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<p>requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</p>
Foster Care Youth	<p>= Record if the participant is a person who is currently in foster care or has aged out of the foster care system.</p>
Individual with a Disability	<p>= Record if the participant indicates that s/he has any "disability", as defined in the Americans with Disabilities Act of 1990. A "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.</p>
Homeless	<p>= The individual:</p> <ul style="list-style-type: none"> (a) Lacks a fixed, regular, and adequate nighttime residence. This includes: <ul style="list-style-type: none"> (i) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (ii) Living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations (iii) Living in an emergency or transitional shelter (iv) Abandoned in a hospital (v) Awaiting foster care placement (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<p>(d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p>
Long Term Unemployed =	The participant has been unemployed for 27 or more consecutive weeks at program entry.
Low Income =	<p>The participant is a person who:</p> <ul style="list-style-type: none"> • In the 6 months prior to application to the program has received, or is a member of a family that is receiving: • Assistance through the supplemental nutrition assistance program under the Food and Nutrition Act • Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act • Assistance through the supplemental security income program under Title XVI of the Social Security Act or state or local income-based public assistance. • Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level • Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<ul style="list-style-type: none"> • Is a foster child on behalf of whom State or local government payments are made • Is an individual with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement • Is a homeless individual or a homeless child or youth or runaway youth or • Is a youth living in a high-poverty area.
Low Levels of Literacy =	The participant is unable to read, write, and speak in English; compute and solve problems at levels of proficiency necessary to function on the job, in the family of the participant, or in society.
Migrant Farmworker =	<ul style="list-style-type: none"> • The participant is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day • A dependent of the person described above.
Seasonal Farmworker =	<ul style="list-style-type: none"> • The participant is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency • A dependent of the person described above.
Exhausting TANF with Two Years =	Record if the participant is within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act.
Single Parent =	Record if the participant is single, separated, divorced or a widowed

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
15 Class Number	<p>individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).</p> <p>Write the class number in the boxes at the top. Bubble with the same numbers below. A local agency determines and creates its class numbering system. Numbers can be right or left justified. Note: TOPSpro™ Enterprise reads “0” as a number, not a placeholder. For example class number “1234” will be read as a different number from “00001234”.</p>
16 Personal Status	<p>Mark all that apply to the student.</p> <p>WIOA, = Program that helps jobseekers with career Title I counseling, job search assistance, and job training.</p> <p>Examples of students that receive employment training or assistance through WIOA, Title I:</p> <ul style="list-style-type: none"> • Youth and adult employment activities • Dislocated workers • Displaced homemakers • Low income individuals • Non-traditional employment • Older individuals or youths with significant barriers to employment • Individuals with disabilities <p>WIOA, = Helps jobseekers, including those getting Title III unemployment benefits. Services assist jobseekers in finding work and help employers with recruiting.</p> <p>WIOA, = Helps individuals with disabilities maximize Title IV their employability, independence, and integration into the workplace and society. Programs offer comprehensive and individualized services including vocational rehabilitation, occupational training, and assistive technologies.</p> <p>TANF = Individual receives funds through, or are eligible for TANF, welfare, or California</p>

Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions
	<p data-bbox="813 247 1365 317">Work Opportunity and Responsibility to Kids (CalWORKs)</p> <p data-bbox="829 359 1406 428">Note: CalWORKs is the California name for the national TANF program</p> <p data-bbox="558 443 1357 512">Other Public Assistance = Student receives federal, state or local financial assistance including:</p> <ul data-bbox="813 554 1300 705" style="list-style-type: none"> • Food stamps • Refugee cash assistance • General assistance • Aid to the blind or totally disabled <p data-bbox="813 743 1208 774">Definition does not include:</p> <ul data-bbox="813 821 1252 926" style="list-style-type: none"> • Social Security benefits • Unemployment insurance • Employment-funded disability <p data-bbox="574 942 1390 1047">Concurrent enrolled in HS/K-12 = Student enrolled in high school and adult school classes at the same time.</p> <p data-bbox="586 1062 1382 1241">Dislocated Worker = Student received an individual notice of pending or actual layoff from a job, or an individual who received a publicly announced notice of pending or actual layoff.</p> <p data-bbox="623 1257 1414 1398">Veteran = Student has served in the active military and was discharged or released from such service under conditions other than dishonorable.</p> <p data-bbox="558 1415 1414 1484">Incarcerated = Student is presently confined in a prison or jail environment.</p> <p data-bbox="656 1499 1414 1530">Other = Any other personal status not listed above.</p>
17 Labor Force Status	<p data-bbox="558 1545 797 1577">Please mark one</p> <p data-bbox="591 1593 1406 1845">Employed = Work as paid employees, work in their own business or farm, or work 15 hours or more a week as unpaid workers on a farm or in a business operated by a member of the family. Includes students not currently working but who have jobs or businesses from which they are temporarily absent.</p>

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	<p>Unemployed = Not working, but are seeking employment, have made specific efforts to find a job, and are available for work. Includes unemployed learners who have not actively looked for work in the last four weeks.</p> <p>Employed with Notice = Is currently employed, but either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement).</p> <p>Not in Labor Force = Participant is not in the labor force and not employed -- including those who are retired, full time students, or incarcerated.</p>																												
18 Instructional Level	<p>If required—indicate the student’s present placement in instructional level according to the CASAS Skill Level Descriptors or appraisals. These levels correspond to the California Model Standards.</p> <p>For high school diploma students. Mark ASE High if the student is enrolled in the High School Diploma program, and completed enough credits to enter the program at an 11th or 12th grade level.</p> <p><i>Note: All 12 NRS instructional levels appear in the TE software, but only ASE Low and ASE High are available on the EUUS form.</i></p> <table border="1" data-bbox="537 1465 1425 1856"> <thead> <tr> <th>CASAS Levels</th> <th>NRS Levels</th> <th>Score Ranges</th> <th>NRS/CASAS/ESL Level Names</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1</td> <td>150–180</td> <td>Beginning Literacy</td> </tr> <tr> <td>A</td> <td>2</td> <td>181–190</td> <td>Beginning Low</td> </tr> <tr> <td>A</td> <td>3</td> <td>191–200</td> <td>Beginning High</td> </tr> <tr> <td>B</td> <td>4</td> <td>201–210</td> <td>Intermediate Low</td> </tr> <tr> <td>B</td> <td>5</td> <td>211–220</td> <td>Intermediate High</td> </tr> <tr> <td>C</td> <td>6</td> <td>221–235</td> <td>Advanced</td> </tr> </tbody> </table>	CASAS Levels	NRS Levels	Score Ranges	NRS/CASAS/ESL Level Names	A	1	150–180	Beginning Literacy	A	2	181–190	Beginning Low	A	3	191–200	Beginning High	B	4	201–210	Intermediate Low	B	5	211–220	Intermediate High	C	6	221–235	Advanced
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A	1	150–180	Beginning Literacy																										
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Field No. and Name	TOPSpro™ Enterprise Entry Record Instructions			
	CASAS Levels	NRS Levels	Score Ranges	NRS/CASAS/ABE Level Names
	A	1	150–200	Beginning Literacy
	B	2	201–210	Beginning
	B	3	211–220	Intermediate Low
	C	4	221–235	Intermediate High
	D	5	236–245	ASE Low
	E	6	≥ 246	ASE High
19 Provider Use	Leave blank unless instructed otherwise.			

Update Record – Form EUUS-016

The following table indicates the specific data elements required. A check mark (√) indicates the data element must be entered. The letters IR (if required) indicate that a local agency chooses to collect information on a particular data element.

Record Type / Field		WIA 225/231	WIA EL Civics
1a	Student Name / Phone	√	√
1b	Student Address/E-mail	√	√
2	Instructor Name	IR	IR
3	Student ID	√	√
4	Date of Program Update	√	√
5	Instructional Program	√	√
6	Status	√	√
7	Progress	IR	IR
8	Services Received	IR	IR
9	Learner Results	√	√
10	Class Number	√	√
11	Hours of Instruction	√	√
12	Received Training	IR	IR
13	Instructional Level	IR	IR
14	Leading to Credential	IR	IR
15	Reason for Exiting	√	√

√ = Must be filled in.

IR = If required (by instructional program, agency or funding source)

The following table identifies the requirements and data elements of the Update Record Form (EUUS-016). Form UTUS-016 also includes the Update Record answer sheet.

Local Agency Number: Print your CASAS local agency ID Number (provided by CASAS).

Site Number: Leave blank unless instructed otherwise by your local agency.

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
1a Student Name and Student Phone Number	Enter last name, then first name. Students with two last names should choose one name and use this name consistently on all subsequent forms.
1b Student Address Student E-mail	Enter student address and e-mail address here.
2 Instructor Name	Enter instructor's name or other designators as directed by the local agency. Agencies use this space to indicate an instructor, a class time, location, or other information used for identification.
3 Student Identification	<p>Enter the unique student identification number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique ID number for each student.</p> <p>Note: This field is critical. TOPSpro™ Enterprise links all student information by their unique student identification (ID) number. Students must use one unique ID number on all forms in all classes during the program year. Agencies must ensure that student data submitted to the CDE is unduplicated.</p>
4 Date of Class Update	If the Update Record documents a student who has left a program, indicate the specific date the student left. Otherwise, indicate date form is filled out. Use a leading zero for numbers less than ten.
5 Instructional Program	Indicate the one instructional program the student is enrolled in for this class.
	<p>Basic Skills (ABE)</p> <p>ESL/ELL = For adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family.</p>
	<p>Citizenship = Class to obtain U.S. citizenship.</p>

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	HSD = Traditional HSD or alternative high school or adult HSD.
	High School Equivalency = Preparation for high school equivalency exams, such as the HiSET GED, or TASC test. Includes learners working HSE in languages other than English (such as Spanish GED).
	Career and Technical Education = A sequence of courses that directly relate to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.
	Workforce Readiness = Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include: <ul style="list-style-type: none"> • Job seeking and job-keeping skills • Work habits training • Career decision-making • Career assessment Job placement
	Adults with Disabilities = Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments: <ul style="list-style-type: none"> • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability • Physical disabilities • Traumatic brain injury • Neurological disability
Pre-Apprenticeship	Services and programs designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	<p>program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.</p> <p>Adults Supporting K-12 Student Success = Program of services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:</p> <ul style="list-style-type: none"> a. Interactive literacy activities between parents and their children b. Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children c. Parenting skills
6 Status	<p>Indicate student's status since completion of the semester, session, term, or last Entry Record in an instructional program. Mark one.</p> <p>Retained in Program = Code for students who are currently enrolled in the instructional program and plan to continue in the instructional program during the next program year beginning July 1. If uncertain about an adult student's future program status, the agency should refer to the federal guidelines, which consider a student to have left program when the learner has not received instruction for 90 days and has no instruction scheduled. If the learner returns before the 90 day period, or has enrolled in new classes before the end of the 90 day period, then agencies should mark the learner as Retained in Program. If the local agency has developed a written guideline with its own timeline that defines the student's status, then it</p>

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	<p>may follow the local policy when indicating whether or not the student is still in program. Students marked in the retained in program category are not eligible for Core Performance Surveys.</p>
	<p>Left Instructional Program = Code for students who:</p> <ul style="list-style-type: none"> • Left the instructional program before completion • Left the instructional program due to completion. <p><i>Student left the instructional program before completion.</i> The student leaves before completing all required classes, such as exiting in the middle of a semester or term. As per federal policy, a student is considered to have left the instructional program when the learner has not received instruction for 90 days and has no instruction scheduled.</p> <p><i>Student left the instructional program upon completion of instructional level or instructional program.</i> Student completes the instructional goals and objectives of the current instructional program in which the learned is enrolled.</p> <p>Agencies should record the exact date student left the instructional program in Field #4 (Date of Class Update) on the Update Record.</p>
	<p>No Show or Did Not Attend at Least 12 Hours = Student did not show up for class or attend class for ≥12 instructional hours.</p>
7 Progress	Indicate the student's progress since the completion of the Entry Record

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	<p>Progressed to a Higher Level = Learner has progressed within the given instructional level, but has not completed assigned level or program.</p> <p>Advanced to a Higher Level or Instructional Program = Learner now receives instruction at a higher level or has enrolled in a different instructional program than indicated on the Entry Record.</p> <p>Completed Level/ Instructional Program = Learner completed level or instructional program but not currently receiving instruction at next higher level or instructional program</p>
8 Services Received	<p>Mark one of the top three listed services if a student received services from the providing agency outside the classroom and independent of any actual hours of instruction.</p> <ul style="list-style-type: none"> • Supportive Services • Training Services • Transition Services <p>• Examples of Supportive Services include, but are not limited to, transportation, child care, personal, and financial or legal counseling.</p> <p>• Examples of Training Services include, but are not limited to, skills upgrading, tutoring, and occupational skills training.</p> <p>• Examples of Transition Services include career counseling, mentorship, job search assistance, and pre-employment skills training and assessment.</p>
9 Learner Results and WIOA Milestones	Indicate student results within the current program year.
<i>Work</i>	<p>Got a Job = Obtained full or part-time employment during program enrollment.</p> <p>Increased Wages = Total earnings from wage records exceed amount learner earned at time of program entry.</p> <p>Retained Job = Employed at time of Entry Record and remained employed.</p>

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	Got a Better Job = Increased opportunities for promotion or obtained a new job with more pay or responsibility.
	Met Work-Based Project Goal = Leave blank
	Entered Job Training = Entered an occupational skills training in the current program year
	Entered Training Program = Entered a training program in the current program year. Student may or may not have completed program at time of Update Record.
	Training Milestone = Record if the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (on-the-job training (OJT), registered apprenticeship, etc.).
	Entered an Apprenticeship = Has entered into an “apprenticeship agreement” with employer or sponsor. Student’s participation in the approved program of training may be through employment, or education, or both.
	Entered Military = Entered into one of the branches of the U.S. Armed Services.
	Acquired Workforce Readiness Skills = Obtained work experience that enabled the student to receive future employment.
	Reduced Public Assistance = Received reduced financial assistance from state, federal or local government agencies while enrolled in the program or by the end of the program year.
	Other = Any work result the student obtained that is not listed.
<i>Education</i>	Passed GED = Obtained passing scores on all GED tests.
	Passed HiSET = Obtained passing scores on all HiSET tests.
	Passed TASC = Obtained passing scores on all TASC tests.

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	Earned a High School Diploma = Obtained a HSD, or state recognized equivalent, documenting satisfactory completion of secondary studies (high school or adult HSD).
	Returned to K-12 = Returned to the K–12 school system, including alternative high school program
	Completed Course = Passed final test, was promoted to the next level (if applicable), and met objectives of the course.
	Mastered Course Competencies/ Educational Plan = Passed final test, was promoted to the next level (if applicable), and met objectives of the course.
	Earned Certificate = Obtained recognized certification of attainment of literacy-related competencies.
	Educational Achievement = Achieved at least one educational functioning level in an education program that provides instruction below the post-secondary level.
	Secondary/Post-Secondary Transcript = Record if participant’s transcript or report card for either secondary or post-secondary education for one academic year (or 24 credit hours) shows that the participant is achieving the state unit’s policies for academic standards.
	Skills Progression = Record if participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
	Career Service = Record if career services were received (excluding follow-up services).
	Entered College = Enrolled in postsecondary education, such as a community college or four-year institution.
	Transitioned to Credit (Transfer) = Transitioned from a non-credit to a for credit community college course.

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	Transitioned to Credit (Non-transfer) = Transitioned from one non-credit community college course to another non-credit course in a different program.
	Attained Credential = Obtained a credential consisting of an industry-recognized certificate or certification, during time of program participation.
	Attained AA/AS Degree = Obtained an Associate's Degree during time of program participation.
	Attained BA/BS Degree = Obtained a Bachelor's Degree during time of program participation.
	Entered Graduate Studies = Enrolled in an advanced degree program, such as a Master's or Ph.D. program, during time of program participation.
	Attained Post-Graduate Degree = Obtained an advanced degree, such as a Master's degree or Ph.D., during time of program participation.
	Obtained Occupational Skills Licensure = Obtained a license recognized by the State or Federal Government, during time of program participation.
	Obtained Occupational Skills Certificate = Obtained a skills certificate recognized for the State or Federal Government, during time of program participation.
	Other = Any education-related result not listed.
<i>Family/Community</i>	Increased Involvement in Children's Education = Increased involvement in the education of dependent children under his or her care, including: <ul style="list-style-type: none"> • Helping children more frequently with their schoolwork • Increased contact with children's teachers to discuss children's education • More involvement in children's school, such as attending school activities and parent meetings

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions	
		Volunteering to work on school projects
	Increased Involvement in Children's Literacy-Related Activities	= Increases involvement in the literacy-related activities of dependent children under his or her care, including: <ul style="list-style-type: none"> • Reading to children • Visiting a library Purchasing books or magazines for children
	Met Other Family Goal	= Made measurable improvement in personal daily life issues such as: <ul style="list-style-type: none"> • Diet • Exercise for self and family • Reducing or ceasing any unhealthy habit or addiction • Mobility in the community • Other positive lifestyle changes.
	Met Personal Goal	= • Met a personal goal while receiving instruction which was personal/family related and had a clearly definable outcome.
	Obtained Permanent Residence	= Obtained documentation to maintain a permanent residence in the United States.
	Achieved U.S. Citizenship	= Obtained U.S. citizenship through the U.S. Citizenship and Immigration Service (USCIS).
	Achieved U.S. Citizenship Skills	= Obtained the skills needed to pass the U.S. citizenship exam.
	Registered to Vote or Voted for First Time	Registered to vote or voted for the first time during instruction.

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	<p data-bbox="630 247 837 390">Increased Involvement in Community Activities =</p> <p data-bbox="911 247 1458 317">Increased involvement in the following community activities during instruction:</p> <ul data-bbox="911 359 1458 726" style="list-style-type: none"> <li data-bbox="911 359 1458 428">• Attending or organizing meetings of neighborhood <li data-bbox="911 470 1458 501">• Community or political organizations <li data-bbox="911 543 1458 613">• Volunteering to work for such organizations <li data-bbox="911 655 1458 724">• Contributing to the support of such organization <p data-bbox="911 766 1458 835">Volunteering to work on community improvement activities.</p> <p data-bbox="651 848 837 917">Other Family Outcome =</p> <p data-bbox="911 848 1458 917">Any other family-related result that is not listed.</p> <p data-bbox="581 932 837 1001">Other Community Outcome =</p> <p data-bbox="911 932 1458 1001">Any other community-related result that is not listed.</p> <p data-bbox="911 1016 1458 1050">Any education-related result not listed.</p>
10 Class Number	<p data-bbox="574 1066 1468 1167">Write class number in boxes at the top. Bubble with the same numbers below. Local agency determines and creates its class numbering system. Numbers can be right or left justified.</p> <p data-bbox="574 1171 1468 1272">Note: TOPSpro™ Enterprise reads “0” as a number, not a placeholder. For example, class number 1234 will be read as a different number than “00001234.”</p>
11 Instructional Hours	<p data-bbox="574 1287 1458 1381">Indicate, as accurately as possible, the total number of hours of instruction the student received since the last documented record.</p>
12 Leading to Credential	<p data-bbox="574 1398 1458 1467">Mark if a student successfully completed transition to a post-secondary program</p> <ul data-bbox="630 1472 1458 1608" style="list-style-type: none"> <li data-bbox="630 1472 1458 1541">• Mark “Enrolled in Education Program” if student obtained an academic credential. <li data-bbox="630 1545 1458 1614">• Mark “Enrolled in Training Program” if student obtained an occupational skills credential.
13 Instructional Level	<p data-bbox="574 1623 1458 1759">If required—indicate the student’s present placement in instructional level according to the CASAS Skill Level Descriptors or appraisals. These levels correspond to the California Model Standards.</p> <p data-bbox="574 1801 1458 1871">For high school diploma students. Mark ASE High if the student is enrolled in the High School Diploma program, and</p>

Field No. and Name	TOPSpro™ Enterprise Update Record Instructions																																				
	<p>completed enough credits to enter the program at an 11th or 12th grade level.</p> <p>Note: All 12 NRS instructional levels appear in the TE software, but only ASE Low and ASE High are available on the EUUS form.</p>																																				
14 Leading to Post-Secondary Credential or Enrollment	<p>Mark if a student successfully completed transition to a post-secondary program</p> <ul style="list-style-type: none"> • Mark “Enrolled in Education Program” if student enrolled in a program leading to an academic credential. • Mark “Enrolled in Training Program” if student enrolled in a program leading to an occupational skills credential. 																																				
15 Reason for Exiting	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Changed Class or Program</td> <td style="width: 10%; text-align: center;">=</td> <td>Changed classes or entered into another educational or program</td> </tr> <tr> <td style="text-align: center;">Completed Program</td> <td style="text-align: center;">=</td> <td>Completed the instructional program defined at enrollment</td> </tr> <tr> <td style="text-align: center;">Met goal</td> <td style="text-align: center;">=</td> <td>Student met the goal for which enrolled.</td> </tr> <tr> <td style="text-align: center;">End of Program Year</td> <td style="text-align: center;">=</td> <td>Update Record completed because it is the end of the program.</td> </tr> <tr> <td style="text-align: center;">Got a Job</td> <td style="text-align: center;">=</td> <td>Obtained full or part-time paid.</td> </tr> <tr> <td style="text-align: center;">Moved</td> <td style="text-align: center;">=</td> <td>Changed residence to another geographic location outside program service area.</td> </tr> <tr> <td style="text-align: center;">Schedule Conflict</td> <td style="text-align: center;">=</td> <td>Not available due to a conflict with the schedule of instruction.</td> </tr> <tr> <td style="text-align: center;">Lack of Transportation</td> <td style="text-align: center;">=</td> <td>Without own means of transportation and is unable to arrange for private transportation between home and location of instruction.</td> </tr> <tr> <td style="text-align: center;">Released from Incarceration</td> <td style="text-align: center;">=</td> <td>Exited a local, state, or federal corrections program because the term of incarceration is complete.</td> </tr> <tr> <td style="text-align: center;">Lack of Childcare</td> <td style="text-align: center;">=</td> <td>Resources or facilities needed to meet the student’s childcare needs are not available.</td> </tr> <tr> <td style="text-align: center;">Family Problems</td> <td style="text-align: center;">=</td> <td>Issues within participant’s family prevent attendance at program.</td> </tr> <tr> <td style="text-align: center;">Own Health Problems</td> <td style="text-align: center;">=</td> <td>Needs or is receiving medical or mental health treatment that precludes participation in instruction.</td> </tr> </table>	Changed Class or Program	=	Changed classes or entered into another educational or program	Completed Program	=	Completed the instructional program defined at enrollment	Met goal	=	Student met the goal for which enrolled.	End of Program Year	=	Update Record completed because it is the end of the program.	Got a Job	=	Obtained full or part-time paid.	Moved	=	Changed residence to another geographic location outside program service area.	Schedule Conflict	=	Not available due to a conflict with the schedule of instruction.	Lack of Transportation	=	Without own means of transportation and is unable to arrange for private transportation between home and location of instruction.	Released from Incarceration	=	Exited a local, state, or federal corrections program because the term of incarceration is complete.	Lack of Childcare	=	Resources or facilities needed to meet the student’s childcare needs are not available.	Family Problems	=	Issues within participant’s family prevent attendance at program.	Own Health Problems	=	Needs or is receiving medical or mental health treatment that precludes participation in instruction.
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Field No. and Name	TOPSpro™ Enterprise Update Record Instructions
	Lack of Interest = Declines to complete service because of lack of interest or perceived value.
	Public Safety = Concerned for personal safety, such as fear of riding the bus, walking to classes through dangerous neighborhoods, or similar reason.
	Administrative Separation = Dismissed by school administration for cause.
	Unknown Reason = Unable to contact using address, phone number and alternative contact information provided by student.
	Other Known Reason = All other known reasons. State the specific reason.

Test Record–Form TRUS-016

The following table indicates the specific data elements required. A check mark (√) indicates the data element must be entered. The letters IR (if required) indicate that a local agency chooses to collect information on a particular data element.

Record Type / Field		WIA 225/231	WIA EL Civics
1	Student Name / Phone	IR	IR
2	Instructor Name	IR	IR
3	Student ID	√	√
4	Form Number	√	√
5	Test Date	√	√
6	Class Number	√	√
7	Instructional Program	√	ESL
8	Hours of Instruction	√	√
9	Raw Score	IR	IR
10	Test 1	IR	√
11	Test 2	IR	N/A
12	Test 3	IR	N/A
13	Test 4	IR	N/A
14	Student not able to test	IR	IR

√ = Must be filled in.

IR = If required (by instructional program, agency or funding source)

The following table identifies the requirements and data elements of the Test Record Form (TRUS-016). Forms ETUS-016 and UTUS-016 also include the Test Record answer sheet.

Local Agency Number: Print your CASAS local agency ID Number (provided by CASAS).

Site Number: Leave blank unless instructed otherwise by your local agency.

Field No. and Name	TOPSpro™ Enterprise Test Record Instructions
1 Student Name	Enter last name, then first name. Students with two last names should choose one and use this name consistently on all subsequent forms.
2 Instructor Name	Enter instructor's name or other designators as directed by the local site. Sites may designate this space to indicate an instructor, a class time, location, or other information used for identification.
3 Student Identification	<p>Enter the unique student identification number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique ID number for each student.</p> <p>Note: This field is critical. TOPSpro™ Enterprise links all student information by their unique student identification (ID) number. Students must use one unique ID number on all forms in all classes during the program year. Agencies must ensure that student data submitted to the CDE is unduplicated.</p>
Is this your Social Security #?	Bubble "Yes" if this is the student's Social Security number. Bubble "No" if a substitute identification number has been assigned.
4 Form Number and Subject Area	<p>Enter the CASAS test form number with the letter indicating the subject area. Must use 3 digits; include leading zero if necessary plus modality (examples: 081R, 081RX).</p> <ul style="list-style-type: none"> R = Reading M = Math L = Listening W = Writing S = Speaking G = Grammar C = Citizenship X = used for extended range forms (Form 081RX or 082RX)

Field No. and Name	TOPSpro™ Enterprise Test Record Instructions
	All CASAS tests have a form number printed on the cover of the test booklet. TOPSpro™ Enterprise requires this field in order to score the test.
5 Test Date	Indicate the date the student takes the test. Use leading zeros for the months and numbers less than ten.
6 Class Number	Write the class number in the boxes at the top. Bubble with the same numbers below. A local agency determines and creates its class numbering system. Numbers may be left or right justified. Note: TOPSpro™ Enterprise reads “0” as a number, not a placeholder. For example, class number “1234” will be read as a different number than “00001234.”
7 Instructional Program	Indicate the one program student is enrolled in for this class.
	Basic Skills (ABE) = For adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family.
	ESL/ELA = Helps adults who are limited English proficient achieve competence in the English language (includes EL Civics).
	Citizenship = Class to obtain U.S. citizenship.
	HSD = Traditional HSD or alternative high school or adult HSD.
	GED = Preparation for the GED test. Includes learners working on a GED in languages other than English (i.e. Spanish GED).
	Career and Technical Skills = A sequence of courses that directly relate to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.
	Workforce Readiness = Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include: <ul style="list-style-type: none"> • Job seeking and job-keeping skills • Work habits training • Career decision-making

Field No. and Name	TOPSpro™ Enterprise Test Record Instructions
	<ul style="list-style-type: none"> • Career assessment • Job placement
Adults with Disabilities	<p>= Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments:</p> <ul style="list-style-type: none"> • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability • Physical disabilities • Traumatic brain injury • Neurological disability
Pre-Apprenticeship	<p>= Services and programs designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.</p>
Adults Supporting K-12 Student Success	<p>= Program of services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:</p> <ul style="list-style-type: none"> • Interactive literacy activities between parents and their children • Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children • Parenting skills


Field No. and Name	TOPSpro™ Enterprise Test Record Instructions
	Other = Student is enrolled in a program not listed.
8 Hours of Instruction	<p>Indicate as accurately as possible the total number of hours of instruction the learner actually received between the pretest and the post-test. If a student takes multiple pre-tests, record the number of instructional hours since the last post-test. The TOPSpro will add the total hours of instruction on each completed Test Record and summarize the number of hours of instruction in the program. The CDE uses this information to track the number of hours of instruction as it relates to the pre- and post-test learning gains.</p> <p>Note for TOPSpro™ Enterprise: If this is the student's pretest and the optional required field for instructional hours is checked in TOPSpro, you must put a zero in this field on the Test Record form. Otherwise the record will show as invalid (yellow) for test hours in TOPSpro.</p>
9 Raw Score	Indicate the raw score in the space provided only if the student used a local agency-made answer sheet and the local agency intends on transferring the score to the Test Record.
10 Test 1–4 to 13	<p>Leave blank unless otherwise instructed.</p> <p>EL Civics only: Use Test 1 to record passes or not passes on EL Civics Additional Assessments.</p> <p>To record a pass: Bubble 999 To record a not pass: Bubble 000</p> <p>Use a separate test record for each attempt and each additional assessment—do not use the Test 2 to Test 4 areas to document EL Civics assessments.</p>
Student does not have the skills to be tested.	<p>Student's literacy or other skills are too low to achieve an accurate score.</p> <p>Learner should re-test after completing additional classroom hours.</p>

TOPSPRO ENTERPRISE INSTRUCTIONS FOR MANUAL DATA ENTRY

TOPSpro™ Enterprise includes some data fields that require data entry directly into the software rather than scanning data through use of TOPS answer sheets. The following table identifies some key data elements in TOPSpro™ Enterprise with the requirements for each field.

Agency Record Information


On the TOPSpro™ Enterprise menu, go to Organization – Agencies.

 **Agency Identification**

Agency ID:	<input type="text"/>	Agency Name:	<input type="text"/>
License Number:	<input type="text"/>	CDS/Vendor Code:	<input type="text"/>
State:	<input type="text" value="CA"/>		
Current Program Year:	<input type="text" value="2013"/>		
Time Zone:	<input type="text" value="Pacific"/>		

Funding Sources (for current PY):

<input type="checkbox"/> Section 225	<input type="checkbox"/> 231 ABE/ESL/VESL/VABE/Family Lit.	<input type="checkbox"/> ELC Civic Participation
<input type="checkbox"/> 231 ASE/GED	<input type="checkbox"/> ELC Citizenship Preparation	

 **Agency Contact**

Contact ID:	<input type="text"/>		
Title:	<input type="text"/>	First Name:	<input type="text"/>
		Middle Name:	<input type="text"/>
		Last Name:	<input type="text"/>
Address:	<input type="text"/>		
State:	<input type="text" value="Unknown"/>	City:	<input type="text"/>
		Zip:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Cell Phone:	<input type="text"/>	Email:	<input type="text"/>

Field Name	TOPSpro™ Enterprise Instructions
Agency Identification	
Agency ID	Enter your local agency ID number (assigned by CASAS)
Agency Name	Enter your local agency name that corresponds to the local agency ID number assigned by CASAS.
License Number	For local agency use. Enter the license number assigned by CASAS that pertains to your agency's local installation of TOPSpro™ Enterprise.
CDS Vendor Code	Enter your local agency's 14 digit (xx-xxxxx-xxxxxxx) CDS/Vendor Code assigned by the CDE.
State	Enter California.
Current Program Year	Enter the current program year, 2013-14.
Time Zone	Mark Pacific Time.
Funding Sources	Mark each of the CDE funding sources that apply to your local agency. For a detailed explanation of the CDE AEFLA

Field Name	TOPSpro™ Enterprise Instructions
	funding sources, please refer to Table 1: Workforce Investment Act, Title II Data Collection and Accountability Matrix on page 4 of this manual.
Agency Contact	
	This section is for local agency use only. Mark all pertinent contact information for your local agency.

Student Record Information

On the TOPSpro™ Enterprise menu, go to Records – Students – Demographics.

Identification

Student ID:

Title: First Name: Middle Name: Last Name:

Gender: Birth Date:

SSN: Consent: GED ID: E: CSIS ID:

Education

Highest Year of School:

Unknown
 School Outside US

Highest Degree or Diploma:

None

GED Certificate

High School Diploma

Technical/Certificate

Some college, no degree

Earned Outside US

A. A./A.S. Degree

4 yr. College Graduate

Graduate Studies

Other Diploma/Degree

GED Scores:

Subsection	Date	Score	P/F
<input type="checkbox"/> Language Arts, Writing			
<input type="checkbox"/> Science			
<input type="checkbox"/> Social Studies			
<input type="checkbox"/> Language Arts, Reading			
<input type="checkbox"/> Math			

Cahsee Scores:

Cahsee Type	Date	Score
<input type="checkbox"/> CAHSEE Language Arts		
<input type="checkbox"/> CAHSEE Math		

Field Name	TOPSpro™ Enterprise Instructions
Identification	
Student ID	<p>Enter the unique student identification number used consistently on all subsequent forms. This may be the local agency-assigned number. Local agencies can use any method to determine a unique ID number for each student.</p> <p>Note: This field is critical. TOPSpro™ Enterprise links all student information by their unique student identification (ID) number. Agencies must ensure that student data submitted to the CDE is unduplicated.</p>

Field Name	TOPSpro™ Enterprise Instructions
First Name Middle Name Last Name	Enter the student's first name, middle name, and last name.
Gender	Mandatory field—indicate male or female.
Birth Date	Mandatory field—enter student's date of birth. Use the drop box to select the correct birth date using the calendar format, or type the birth date by marking the month, day, and year (MM/DD/YY). Use a leading zero for numbers less than 10. Example: If date of birth is August 9, 1973, indicate 08-09-73.
SSN	Enter the student's nine digit social security number. Use of the SSN for ID purposes is optional.
Consent	Mark only if SSN is recorded. Indicate whether the student provided signed consent to use the social security number.
GED ID	Enter the student's GED ID number. Use of the GED ID is only necessary for students that attempted the GED during the program year. <i>Note: For students that earned the GED, you must indicate the student's GED ID for the CDE GED data match.</i>
HiSET ID	Enter the student's HiSET ID number. Use of the HiSET ID is only necessary for students that attempted the HiSET during the program year. <i>Note: For students that earned the HiSET, you must indicate the student's HiSET ID for the CDE GED data match.</i>
TASC ID	Enter the student's TASC ID number. Use of the TASC ID is only necessary for students that attempted the TASC during the program year. <i>Note: For students that earned the TASC, you must indicate the student's TASC ID for the CDE GED data match.</i>
SSIS ID	For local agency use only. Enter the student's SSIS ID number.
Education	
Highest Year of School	Indicate the number of years of formal schooling the learner has completed. Schooling in the United States or abroad is included.

Field Name	TOPSpro™ Enterprise Instructions
School Outside US	<p>Please indicate whether the student completed formal schooling outside the United States. If the student completed some schooling in the U.S., and some outside the U.S., then mark this only if more than 50 percent was completed outside the U.S.</p> <p>Example: If a student's highest year was grade 9, with grades 1-6 completed in the person's home country, and grades 7-9 completed in the U.S., then check this box, because the majority of schooling was outside the U.S.</p>
Highest Degree or Diploma	<p>Mark one. Indicate the highest credential or degree the learner has achieved. Schooling in the United States or abroad is included.</p>
Earned Outside US	<p>Please indicate whether the student earned the degree or diploma outside the United States. This check box should directly respond to the specific degree indicated in this field.</p>
GED Scores	<p>Indicate any sections of the GED that the student attempted, the date of attempt, and the subsection score. Check the P/F box if the learner passed that subsection.</p> <p>Note: This field is for agency/student tracking use only. It does not record GED attainment for state or federal reporting.</p>
HiSET Scores	<p>Indicate any sections of the HiSET that the student attempted, the date of attempt, and the subsection score. Check the P/F box if the learner passed that subsection.</p> <p>Note: This field is for agency/student tracking use only. It does not record HiSET attainment for state or federal reporting.</p>
TASC Scores	<p>Indicate any sections of the TASC that the student attempted, the date of attempt, and the subsection score. Check the P/F box if the learner passed that subsection.</p> <p>Note: This field is for agency/student tracking use only. It does not record TASC attainment for state or federal reporting.</p>
CAHSEE Scores	<p>Indicate the sections of the CAHSEE that the student attempted, the date of attempt, and the score. Check the P/F box if the learner passed that part of the CAHSEE.</p>

CIP Codes

CIP Codes	<p>Enter the 6-digit Classification of Instructional Programs (CIP) code. The purpose of the Classification of Instructional Programs (CIP) is to provide a system that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity.</p> <p>To find out more information about CIP codes, please refer to the Website for the National Center for Education Statistics: https://nces.ed.gov/</p> <p>For a more specific list of CIP codes, with a full listing of all 2-digit CIP categories, and links to access the full 6-digit codes for each specific occupation, please refer to the NCES Webpage below: https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55</p> <p>The CIP categories are also listed below:</p> <ul style="list-style-type: none">• <u>⊕ 01) AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES.</u>• <u>⊕ 03) NATURAL RESOURCES AND CONSERVATION.</u>• <u>⊕ 04) ARCHITECTURE AND RELATED SERVICES.</u>• <u>⊕ 05) AREA, ETHNIC, CULTURAL, GENDER, AND GROUP STUDIES.</u>• <u>⊕ 09) COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS.</u>• <u>⊕ 10) COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES.</u>• <u>⊕ 11) COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES.</u>• <u>⊕ 12) PERSONAL AND CULINARY SERVICES.</u>• <u>⊕ 13) EDUCATION.</u>• <u>⊕ 14) ENGINEERING.</u>• <u>⊕ 15) ENGINEERING TECHNOLOGIES AND ENGINEERING-RELATED FIELDS.</u>• <u>⊕ 16) FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS.</u>• <u>⊕ 19) FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES.</u>• <u>⊕ 22) LEGAL PROFESSIONS AND STUDIES.</u>• <u>⊕ 23) ENGLISH LANGUAGE AND LITERATURE/LETTERS.</u>• <u>⊕ 24) LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES.</u>• <u>⊕ 25) LIBRARY SCIENCE.</u>• <u>⊕ 26) BIOLOGICAL AND BIOMEDICAL SCIENCES.</u>
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- ⊕ [27\) MATHEMATICS AND STATISTICS.](#)
- ⊕ [28\) MILITARY SCIENCE, LEADERSHIP AND OPERATIONAL ART.](#)
- ⊕ [29\) MILITARY TECHNOLOGIES AND APPLIED SCIENCES.](#)
- ⊕ [30\) MULTI/INTERDISCIPLINARY STUDIES.](#)
- ⊕ [31\) PARKS, RECREATION, LEISURE, AND FITNESS STUDIES.](#)
- ⊕ [32\) BASIC SKILLS AND DEVELOPMENTAL/REMEDIAL EDUCATION.](#)
- ⊕ [33\) CITIZENSHIP ACTIVITIES.](#)
- ⊕ [34\) HEALTH-RELATED KNOWLEDGE AND SKILLS.](#)
- ⊕ [35\) INTERPERSONAL AND SOCIAL SKILLS.](#)
- ⊕ [36\) LEISURE AND RECREATIONAL ACTIVITIES.](#)
- ⊕ [37\) PERSONAL AWARENESS AND SELF-IMPROVEMENT.](#)
- ⊕ [38\) PHILOSOPHY AND RELIGIOUS STUDIES.](#)
- ⊕ [39\) THEOLOGY AND RELIGIOUS VOCATIONS.](#)
- ⊕ [40\) PHYSICAL SCIENCES.](#)
- ⊕ [41\) SCIENCE TECHNOLOGIES/TECHNICIANS.](#)
- ⊕ [42\) PSYCHOLOGY.](#)
- ⊕ [43\) HOMELAND SECURITY, LAW ENFORCEMENT, FIREFIGHTING AND RELATED PROTECTIVE SERVICES.](#)
- ⊕ [44\) PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS.](#)
- ⊕ [45\) SOCIAL SCIENCES.](#)
- ⊕ [46\) CONSTRUCTION TRADES.](#)
- ⊕ [47\) MECHANIC AND REPAIR TECHNOLOGIES/TECHNICIANS.](#)
- ⊕ [48\) PRECISION PRODUCTION.](#)
- ⊕ [49\) TRANSPORTATION AND MATERIALS MOVING.](#)
- ⊕ [50\) VISUAL AND PERFORMING ARTS.](#)
- ⊕ [51\) HEALTH PROFESSIONS AND RELATED PROGRAMS.](#)
- ⊕ [52\) BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES.](#)
- ⊕ [53\) HIGH SCHOOL/SECONDARY DIPLOMAS AND CERTIFICATES.](#)
- ⊕ [54\) HISTORY.](#)
- ⊕ [60\) RESIDENCY PROGRAMS.](#)