

2018–19 End-of-Year Data Submission Instructions

Instructions to complete fiscal year end-of-year data submission data.

All California Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) 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 **July 15, 2019**. All deliverables must be received by CASAS on or before this date.

To remain in good standing with state and federal requirements of the AEFLA grant, all agencies must complete steps one through five below:

STEP 1: Complete the Adult Education Personnel Information Before Submitting Data

- A. In the TOPSpro® 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 (7/1/2018–6/30/2019) **Program Year**.
- E. Under the **Program Year** record, enter information for **Adult Education Personnel**. Enter the number of adult education personnel in your WIOA, Title II and/or EL Civics programs for each category.
- F. Under the **Program Year** record, enter information for **Teachers' Years of Experience in Adult Education**. 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 **Teacher Certification**. Enter the number of teachers that meets the criteria for the five certification categories.
- H. **Click Save**.

STEP 2: Run NRS Core Performance Wizard for Quarter 2 Exiters Before Submitting Data

- In the TOPSpro® Enterprise software, under the **Tools** menu, click **NRS Core Performance Wizard**.

- **Select Program Year** should be the reporting (7/1/2018–6/30/2019) program year.
- **Selected Quarter** will be for Quarter 2.
- Complete the remaining portion of the wizard which will generate and saved the list of students that need to be followed up on.
- Verify and edit these students in the Surveys lister – on the TOPSpro® Enterprise menu, go to **Records – NRS Core Performance Students**.
- In the **NRS Core Performance Students** lister, click **Send Survey Invitations** to automatically disseminate the surveys to the students by email, by SMS, or both.
- Agencies can continue to collect survey data from students after the EOY submission on July 15.

STEP 3: Verify Your TOPSpro® Enterprise Setup

A. For the AEFLA and EL Civics Education Funded Agencies:

- In the TOPSpro® Enterprise software, under the **Organization** menu, click **Agencies**.
- Open the record for your agency.
- Verify that your agency's funding sources for Program Year 2018–19 are correct, that "California" appears in the **State** field, and the **Current Program Year** shows "7/1/2018–6/30/2019."
- In TOPSpro® Enterprise, on **Organization** menu, select **Classes**, and open the **Class Instances Lister**.
- In the **Class Instances Lister**, open the records for each of your AEFLA and EL Civics funded classes. Make certain that you have designated an instructional program for all funded classes. In **Instructional Programs**, check Adult Basic Education, English as a Second Language, High School Equivalency, or High School Diploma, as appropriate.

B. For EL Civics Education Funded Agencies:

- On the **Organization** menu, select **Classes**, and open **Class Instances**.
- In the TOPSpro® 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.

- Check to make certain that you downloaded all approved additional assessments to your TOPSpro® Enterprise installation.
 - 1) On the **Organization** menu, select **Agencies**, and open your agency's record.
 - 2) Verify your County, District, School vendor code.
 - 3) On the **Navigator** bar, click **Program Years**, and open the record for Program Year 2018–19.
 - 4) On that record's Navigator bar, click **Additional Assessments** and verify that the correct assessments are listed.
 - 5) If the assessments are not listed, go to the **Tools** menu, select **Additional Assessments Import Wizard**, and follow the steps.

STEP 4: Submit Your TOPSpro® Enterprise Data

All AEFLA funded agencies must submit end-of-year TOPSpro® Enterprise data. Once agencies submit the National Reporting System (NRS) Data Integrity Report and Payment Points Summary Report, CASAS will consider your data to be complete and submitted.

STEP 5: Instructions for Printing Required Reports

All AEFLA and EL Civics agencies must print out and submit a **Data Integrity Report** and **Payment Points Summary Report** for program year 2018–19.

- A. Data Integrity Report: On the TOPSpro® Enterprise **Reports** menu, point to **Data Management** and select **NRS 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 email it as a PDF attachment to capm@casas.org, fax it to 858-292-2910, or mail the printed report.
- B. Payment Points Summary Report: On the TOPSpro® Enterprise **Reports** menu, point to **State Reports–California**, and then click **Payment Points**. 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 email it as a PDF attachment to capm@casas.org, fax it to 858-292-2910, or mail the printed report.

STEP 6: Instructions for Completing the End-of-Year Data Submission Certification Letter (Attachment 2 [Data Submission Certification Letter](#)) and submitting all Requirements to CASAS

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 copy of the Certification Letter with signature must be submitted via email to capm@casas.org, by fax to 858-292-2910, or by mail to CASAS.

STEP 7: Submit Official Payment Points Certification Letter to CASAS

Once you have submitted required data and sent your End-of-Year Data Submission Certification Letter, CASAS will verify your Payment Points Summary Report. CASAS will then email your agency with:

- 1) An official verified Payment Points Summary Report
- 2) The Official Payment Points Certification Letter

Complete the Official Payment Points Certification Letter by verifying your agency's Payment Points Summary Report and obtaining the signature of an authorized individual at your agency. The Certification Letter with signature **must be submitted via mail**. Please keep a copy of the letter for your records. Agencies will have until **August 1, 2019**, to verify their Payment Points Summary Report.

Use the following mailing address for all printed deliverables:

CASAS
2018–19 End-of-Year Data Submission
5151 Murphy Canyon Road, Suite 220
San Diego, CA 92123

Please submit all data-related deliverables on time, to ensure that everything is received by CASAS on or before **July 15, 2019**.

If you have any questions regarding these requirements or the end-of-year data submission process, please email capm@casas.org. If you need help using TOPSpro® Enterprise, please contact the CASAS Technical Support, by phone at 800-255-1036 or by email at techsupport@casas.org.