

## Submitting Accurate and Complete Data

List of reports for discovering problems and repairing records when submitting end-of-year data.

Before submitting your agency's end-of-year TOPSpro® Enterprise data, you must review the data to identify any potential problems. The reports listed below are designed to guide you in the process of submitting complete and accurate data.

Critical Reports for Identifying Problems and Repairing Records:

- 1. Data Integrity Detail (Report)**  
On the **Reports** menu, point to **Data Management** and select **NRS Data Integrity Detail**. This report lists data issues by student name and displays these lists by class.
- 2. Data Integrity (Report)**  
On the **Reports** menu, point to **Data Management** and select **NRS Data Integrity**. This report provides more comprehensive information and displays by item number rather than by student name.
- 3. Payment Points Summary Audit (Report)**  
On the **Reports** menu, point to **State Reports-California**, and select **Payment Points**. Under **Report Selection**, choose **Payment Points Summary Audit**. This report lists totals by drop reason with the ability to drill down to obtain specific lists of students for each drop reason. This report helps agencies complete missing data or understand why a student may not have generated a payment point.
- 4. Payment Points Data Flags (Report)**  
On the **Reports** menu, point to **State Reports-California**, and select **Payment Points**. Under **Report Selection**, choose **Payment Points Data Flags**. This report lists critical items missing in the student data that may be required for attaining a specific payment point outcome.
- 5. Payment Points Data Integrity (Report)**  
On the **Reports** menu, point to **State Reports-California**, and select **Payment Points**. Under **Report Selection**, choose **Payment Points Data Integrity**. This report provides more comprehensive payment point information and displays by item number rather than by student name.
- 6. English Literacy and Civics Education (EL Civics) Specific Reports:**  
These two reports identify potential data problems in the EL Civics Program:

- a. **Additional Assessments Summary** (Report)  
On the **Reports** menu, point to **State Reports-California**, and select **EL Civics Additional Assessment Summary**. This report lists an agency's EL Civics classes and indicates how many additional assessments were attempted and passed by class.
  
- b. **Additional Assessments Detail** (Report)  
On the **Reports** menu, point to **State Reports, California**, and select **EL Civics Additional Assessment Detail**. This report shows the same information as the Summary, but at the student-level, and also, displays any existing drop reasons for each student.