

Quarterly Data Submission Wizard Instructions

The Quarterly Data Submission Wizard in TOPSpro Enterprise submits the following quarterly deliverable requirements for California WIOA, Title II: AEFLA and California Adult Education Program (CAEP) programs. [Frequently Asked Questions \(FAQs\)](#) are located at the end of this document.

❖ California WIOA, Title II: AEFLA

- TOPSpro Enterprise Data
- NRS (National Reporting System) DIR (Data Integrity Report)
- Post-Exit Program Survey Checklist
- Payment Points Summary Report (end of year only)
- End-of-Year Data Submission Letter (end of year only)

❖ CAEP (California Adult Education Program)

- TOPSpro Enterprise Data
- CAEP DIR

Step 1: Prepare your data

Finish entering all data for the quarter including program hours, services, barriers, enrollment data, pre-/post- assessments, additional assessments, etc.

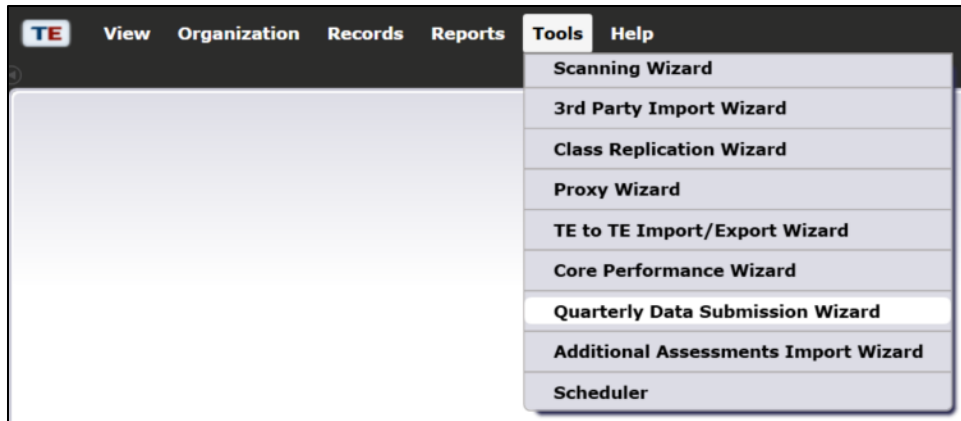
Generate and review the reports to be submitted.

- NRS DIR: **Reports > Data Management > NRS Data Integrity**
- Payment Points Summary Report (End-of-Year only): **Reports > State Reports > California > Payment Points**
- CAEP DIR: **Reports > State Reports > California > CAEP Data Integrity**

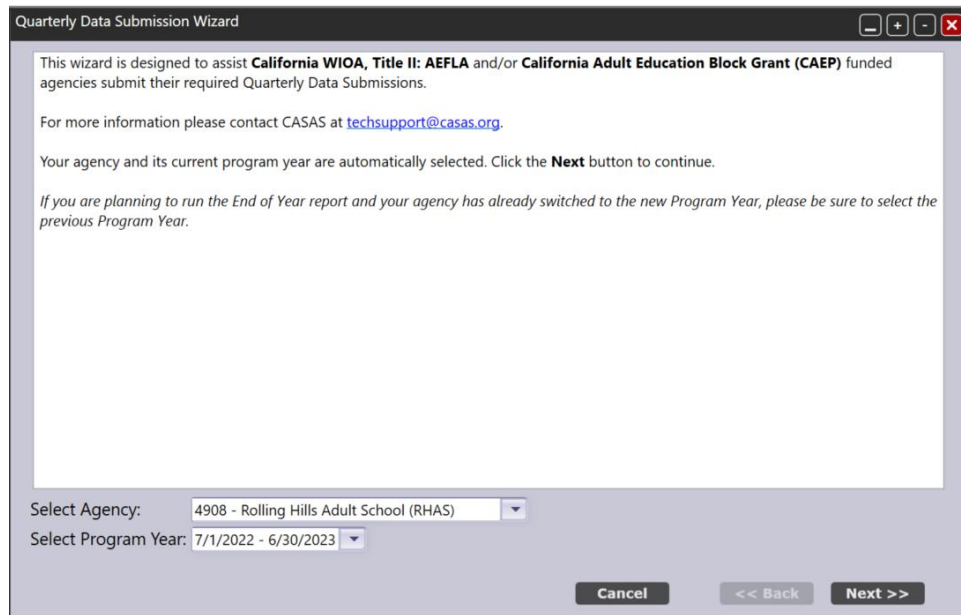
Make any necessary corrections to your data before completing the Wizard.

Step 2: Run the Quarterly Data Submission Wizard

- 1) In TOPSpro Enterprise (TE), go to **Tools > Quarterly Data Submission Wizard**



- 2) In the pop-up screen, select your agency and the correct program year. Click **Next**.
 - a. If you are submitting your end of year deliverables, please be sure to select correct program year as it may have switched over.



- 3) Select the **Data Submission Quarter**, then click **Next**. If the Data Submission Quarter is greyed out, it may be too early to submit.

Quarterly Data Submission Wizard

Please select the appropriate quarter given your selected program year, then click the **Next** button to continue.

The current quarter is selected by default, unless you selected the previous program year. If so, then the last quarter is selected by default.

If a quarter is disabled it means data has already been submitted for that quarter.
In case you want to repeat the submission for the respective quarter you should go to Organization -> Quarterly Data Submissions, edit the record for the quarter and click the Reenable Submission button.

Selected Program Year: 7/1/2022 - 6/30/2023

Select Data Submission Quarter: 1 2 3 4 (EOY Submission)

Cancel << Back Next >>

- 4) Select the **Data Submission Purpose**. You can choose between WIOA, CAEP, or both. You may not see this screen if you are funded for only one program. If needed, you can choose one program now and come back for the other at a later time. Click **Next**.

Quarterly Data Submission Wizard

Please choose the Data Submission Purpose, then click the **Next** button to continue.

You can choose between:

- i. WIOA, Title II,
- ii. CAEP,
- iii. Both.

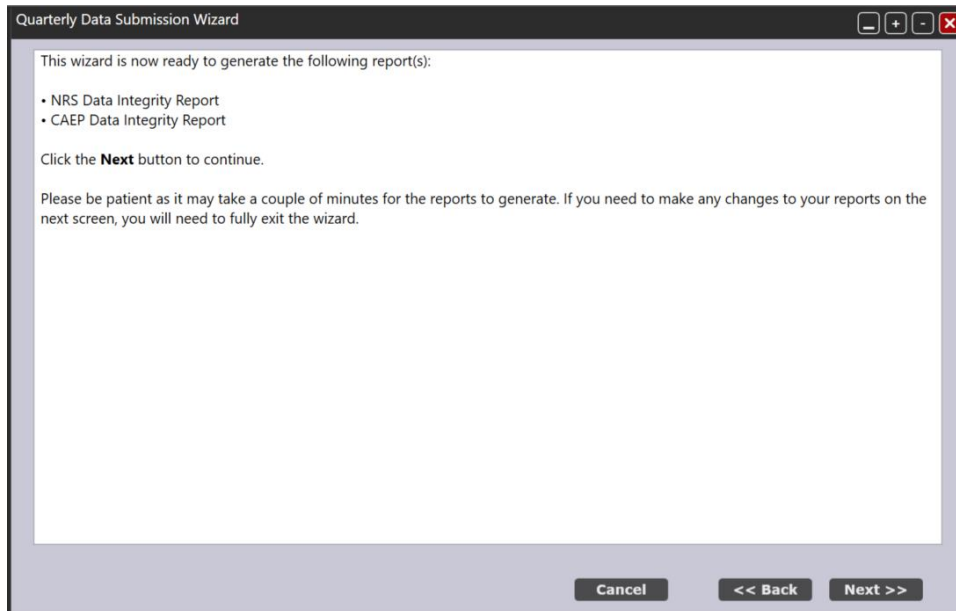
If a submission purpose is disabled it means data has already been submitted for that purpose.
In case you want to repeat the submission for the respective purpose you should go to Organization -> Quarterly Data Submissions, edit the record for the quarter and purpose, and click the Reenable Submission button.

Selected Program Year/Quarter: 7/1/2022 - 6/30/2023, Q2

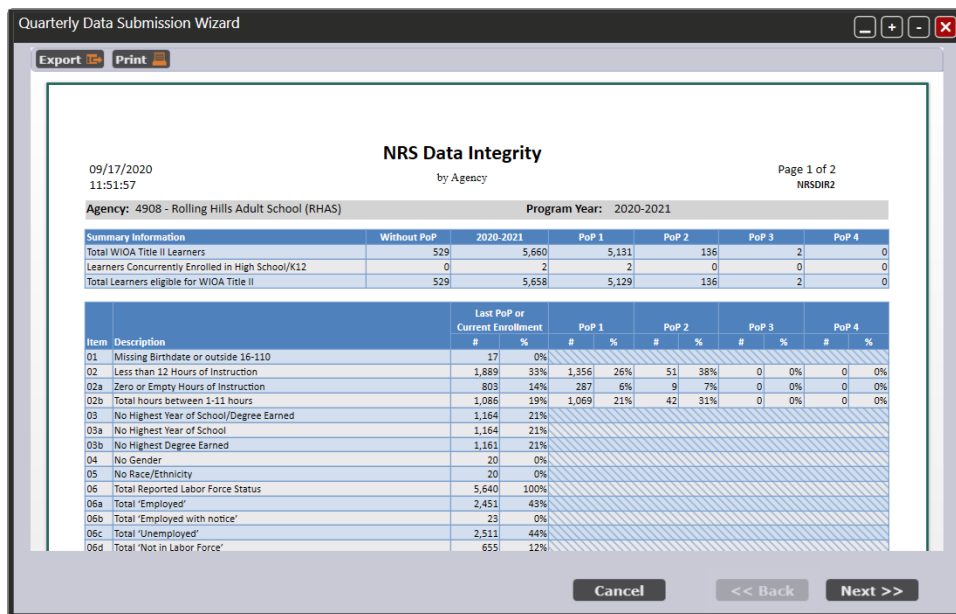
Selected Data Submission Purpose: WIOA CAEP Both

Cancel << Back Next >>

- 5) Read the prompt for a list of the reports that will be generated. Click **Next**.



- 6) Review the generated report(s) and click **Next** through all reports. Click **Cancel** to fully exit the wizard if you need to make changes. All changes will need to be made outside the wizard.



- 7) You can **Export** or **Print** these pages using the buttons in the top left corner. You will have the opportunity to export the reports at the end of the Wizard as well.
- 8) **Only WIOA, Title II agencies will see the next two screens.** CAEP agencies can move onto Step 2.9.

- a. Complete the Post-Exit Program Survey Checklist in the next two screens. Section 225 agencies should check the box marked “Not applicable because this is a Section 225 program.”
- b. You must select at least one way your agency is preparing participants to respond to the Employment and Earnings Program Survey to increase survey response rates. If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under “Other Initiatives”. Click **Next** after each screen.

Quarterly Data Submission Wizard

Select the ways your agency is preparing participants to respond to the Employment and Earnings program surveys to increase survey response rates. This requirement **does not apply** if your data submission is for a Section 225 program.

This checklist contains four areas: **Intake & Exit** (collected on this page) and **Follow-up & Administration** (collected on the next page).

Select at least one option from any of these four areas. If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under “Other Initiatives” (see next page).

Not applicable because this is a Section 225 program

Intake

- Provided “seamless” and “student friendly” intake procedure
- Emphasized importance of survey and correspondence upon intake
- Ensured it is easy and comfortable for students to provide SSN and other important personal contact information
- Collected accurate Student Contact Information – and review, correct, and update it frequently
- Tracked “at-risk” students with multiple barriers such as “economic migrants”

Exit

- Developed a formal process for student exit similar to intake process
- Identified exiters and provide “warning” in advance about follow-up communication
- Communicated with current students about follow up, not just exited students

Cancel << Back Next >>

Quarterly Data Submission Wizard

Select the ways your agency is preparing participants to respond to the Employment and Earnings program surveys to increase survey response rates.

If your agency has not made any initiatives to improve your responses, please indicate how your agency will do so moving forward under “Other Initiatives”.

Follow-up

- Developed an “Alumni Program” for previous students
- Considered additional emails (and other communication) to provide “reach out” and “warning” to students about follow up
- Identified optimal days and times to contact students

Administration

- Carefully considered which staff are responsible for follow up and documented plan in local policy
- Provided more student level incentives for survey responses and SSN
- Increased students’ digital literacy skills
- Appealed to the local district, school board, or college board to develop policy to allow local collection of students’ SSN that follows guidelines such as HIPAA and FERPA
- Other Initiatives

Other Initiatives:

Cancel << Back Next >>

- 9) Next, certify that your agency has completed the listed quarterly duties. Read through the duties and check the box to confirm. Agencies have the option to add comments regarding their submission. Click **Finish**. Once you click **Finish**, your submission will be officially recorded.

The screenshot shows a window titled "Quarterly Data Submission Wizard". The main text reads: "In order to complete and record your quarterly data submission, your agency must certify that you have completed the following duties. Read and check the duties below, then click **Finish** to complete your submission. You will be able to export your submission in the next screen." Below this is an "Important:" section with two bullet points: "i. Once you click Finish, you will not be able to run this wizard again for this quarter and data submission purpose." and "ii. If the wizard is generated after the deadline, this submission will be marked as 'Late Submission.'" There are two sections for duties: "WIOA Duties:" with a checkbox and a list of tasks (Recorded all attendance hours in TE, Reviewed and corrected flagged data in NRS DIR, Ran Core Performance Wizard to save exit population, Sent survey invitations for Employment and Earnings, Started follow up with students who didn't respond to survey), and "CAEP Duties:" with a checkbox and the text "Reviewed and corrected flagged data in CAEP DIR". A "Comment:" text box is also present. At the bottom are buttons for "Cancel", "<< Back", and "Finish".

- 10) **Export** your submission and click **Exit** to complete the Wizard.

The screenshot shows the same "Quarterly Data Submission Wizard" window. The main text now reads: "Your agency's quarterly data submission was successfully generated and recorded. Click the **Export** button and save your reports for your agency's records. Click the **Exit** button to exit the wizard." At the bottom, the "Export" button is now highlighted, and the "Finish" button has been replaced by an "Exit" button. The "Cancel" and "<< Back" buttons remain.

Step 3: Review and Confirm your submission(s)

- 1) Review your current and previous submissions under **Organizations** > double click your agency > Click **Quarterly Data Submissions** under the Navigator bar.

The screenshot shows the 'Agencies' application interface. The left sidebar contains a 'Navigator' menu with various options, and 'Quarterly Data Submissions' is selected. The main content area displays 'Agency Information' for '4908 - Rolling Hills Adult School (RHAS)' and a table of 'Quarterly Data Submissions'.

Program Year	Quarter	Data Submission Purpose	Is Late Submission	Is Reenabled	Last Generation Date
7/1/2022 - 6/30/2023	22-23 - Q2	WIOA	No	No	1/28/23
7/1/2022 - 6/30/2023	22-23 - Q2	CAEP	No	No	1/28/23
7/1/2022 - 6/30/2023	22-23 - Q1	CAEP	No	No	10/29/22
7/1/2022 - 6/30/2023	22-23 - Q1	WIOA	No	No	10/29/22

- 2) Double click on any submission to review the details including the generation date, the user who completed the Wizard, and a copy of the reports generated.

Frequently Asked Questions (FAQs):

Question: How can I verify CASAS received my submission?

Under **Organizations** > double click your agency > Click **Quarterly Data Submissions** under the Navigator bar. If your submission is posted here, then CASAS has received your submission. See [Step 3](#) for screenshots.

Question: Do I still need to email a copy of the reports the Quarterly Data Submission Wizard generated?

No. You do not need to email a copy of the reports generated by the Quarterly Data Submission Wizard.

Question: I don't see the Quarterly Data Submission Wizard under Tools. How do I get access?

Ask your agency's Data Manager to provide you access.

Question: How many times can I run the Wizard? Am I able to resubmit?

For Quarters 1 through 3, agencies are only allowed to submit one time for each purpose (once a quarter for WIOA, Title II and once each quarter for CAEP). For End-of-Year submissions, the Wizard will allow agencies to resubmit multiple times.

Question: Does the Wizard complete the Employment and Earning Requirement for WIOA, Title II?

No, the Quarterly Data Submission Wizard does not complete the Employment and Earnings Requirement. Those steps will need to be completed separately. Visit the [California Employment and Earnings webpage](#) for more information.

Question: What about the End-of-Year Certification Letter?

The Quarterly Data Submission Wizard at the end of the program year will generate and electronically sign the End-of-Year Certification Letter.

Question: We don't have any data to report this quarter. Do I still need to run the Wizard?

Yes, you still need to run the Wizard and submit a report that was "unable to generate."