

PROGRAM YEAR 2021-22 DATA DICTIONARY

SUMMARY OF CHANGES

Entry Record

1. Page 2. TOPSpro Enterprise (TE) includes an optional new feature that automatically assigns Student ID to new enrollees. This is included in the description for Field 3.
2. Page 2. Updated language for appropriate use of student Social Security Number in the specifically designated field in the TE Student Demographics record.
3. Page 8. In Field 13, edited IELCE/EL Civics definition and reiterated that marking IELCE in Special Programs does not qualify learners for Section 243 payment points.
4. Page 9. In Field 13, updated definition for Distance Learning for PY 2021-22.
5. Page 10. In Field 13, updated definition and added new requirements for Carl Perkins for PY 2021-22.
6. Page 10. In Field 14, added instructions for reporting Barriers to Employment and referenced the new Attachment T – Barriers to Employment.
7. Pages 15-16. Field 16, included stronger language encouraging agencies to report Title II learners co-enrolled in WIOA Titles I, III, IV.
8. Pages 17-18. Field 18, updated description and example for self-reporting instructional level.

Update Record

9. Page 20. TE includes an optional new feature that automatically assigns Student ID to new enrollees. This is included in the description for Field 3.
10. Page 23. Field 6, edited definitions of Retained in Program and Left Program, and clarified how TE uses attendance hours to define Periods of Participation (PoPs).
11. Page 24. Field 8, Added reference to Attachment S – Services, and clarified differences between the different types of services.
12. Page 26. Field 9, noted that the TASC is no longer recognized for HSE in California.
13. Page 26. Field 9, added language about the local agency requirement to include all students earning high school diploma on the local agency list that certifies all students awarded the diploma for PY 21-22.
14. Pages 27-29. Field 9, notated additional Update Record outcomes that are now recognized on NRS Tables 4 and 11.
15. Page 31. Updated notation in Field 13 to use the Entry Record for self-reported placement.
16. Page 33. Added four additional Reasons for Exiting that are included in TE software but not listed on the Update Record.

Test Record

17. Page 35. TE includes an optional new feature that automatically assigns Student ID to new enrollees. This is included in the description for Field 3. (matches #1 and #8 above).
18. Page 35. Updated language for appropriate use of student Social Security Number in the specifically designated field in the TE Student Demographics record.

Manual Data Entry

19. Page 39. Updated Program Year.
20. Page 40. Added new sections for TE Class Definition and TE Class Instance, with a new screen shot for each.
21. Page 40. In Class Definitions, added information about the requirement to mark the federal CIP and CDE A22 course codes.
22. Page 41. In Class Instances, added information about recording Instructional Program and EL Civics Focus Area.
23. Page 42. In Class Instances, added information about recording Instructional Setting.
24. Page 43. TE includes an optional new feature that automatically assigns Student ID to new enrollees.
25. Page 43. Strengthened language encouraging agencies to provide Social Security Number (SSN) for the EDD data match.
26. Page 45. Updated description of Barriers to Employment, and referenced new Attachment T – Barriers to Employment.