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Online System

## ACTIVITY PACKET

Maximizing CA Payment Points  
*Digging for Gold!*

**CASAS Technology Support Team**

[techsupport@casas.org](mailto:techsupport@casas.org)

7:00 am – 5:00 pm (Pacific), M – F

Toll Free: (800) 255-1036, option 2

(858) 292-2900, option 2



## Session Description

*California agencies already use the Payment Points Data Flags, Data Integrity, and EL Civics Additional Assessment Detail reports to ensure that all achievable payment points are in place for the final data submission. But how do you know if you found everything? This session provides TOPSpro Enterprise (TE) Online users with additional strategies to report payment points accurately using TE Online and their attendance system.*

*This session is appropriate for those involved with California Accountability for WIOA, Title II programs.*

*Tips from a Veteran!*

- 1. Manage Your Enrollment*
- 2. Support Your Teachers!*
- 3. Run Payment Points, Run!*
- 4. Your Friend the DIR*
- 5. Graduate Celebration!*
- 6. Your Friend the Registrar*
- 7. Catch Those Duplicates!*
- 8. El Civics Anyone?*
- 9. Attend to Attendance!*
- 10. Cruise Your Tests Lister*
- 11. Retested is a Good Thing!*
- 12. Your Federal Report Card*



Download this Activity Packet and Presentation from the **Summer Institute Presentations** web page at [Home](#) > [Training and Support](#) > [National Summer Institute](#) > [Presentations](#)

## Install and Open TE Online

From Windows machines


To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.\*



Server	Use any modern web browser
*Global	<a href="https://etestsonline.org/html5/#/">https://etestsonline.org/html5/#/</a>
*California	<a href="https://ca.etestsonline.org/html5/#/">https://ca.etestsonline.org/html5/#/</a>
*LARAEC	<a href="https://laraec.etestsonline.org/html5/#/">https://laraec.etestsonline.org/html5/#/</a>
*Miami Dade	<a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a>
*Washington	<a href="https://etestsonline.org/Washington/html5/#/">https://etestsonline.org/Washington/html5/#/</a>

❖ For Training, go to [Rolling Hills Simulation](https://etestsonline.org/rollinghills/html5/#/) – <https://etestsonline.org/rollinghills/html5/#/>

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>Access TE in one of three ways, from the –             <ol style="list-style-type: none"> <li><b>Web browser</b> <ul style="list-style-type: none"> <li>Click <b>Install TE Client</b> if first access on local machine.</li> </ul> </li> <li><b>Taskbar icon</b></li> <li><b>Desktop icon</b></li> </ol> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Click the <b>Server</b> field down-arrow and from the drop-down menu,             <ul style="list-style-type: none"> <li>Select the <b>Server</b> for your online account.*</li> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User</b> name.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>Click <b>Connect</b>.</li> </ul>



## TOPSpro Enterprise – Maximizing CA Payment Points for WIOA, Title II Programs

CASAS Technology Trainers

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## Manage Your Enrollment

- Manage enrollment to improve Payment Points!
- There is nothing better than the four performance & persistence considerations:
  1. Performance Low / Persistence High
  2. Performance and Persistence Low
  3. Performance High / Persistence Low
  4. Performance and Persistence OK

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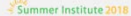
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## NRS Persister





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### Support Your Teachers!

- Allow time, paid extra time if possible, for teachers to do student updates.
- They know a lot more about their students than you do!

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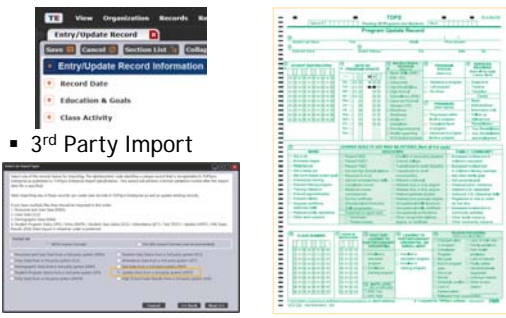
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### Update Record

- Manual/Electronic
- Manual/Paper
- 3<sup>rd</sup> Party Import



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### Run Payment Points, Run!

- Run the Payment Points report early and often!
- Use this report as your speedometer while heading to the data submission finish line.

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Payment Points Reports Summer Institute 2018

- Payment Points
- Payment Points DIR

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Your Friend the DIR Summer Institute 2018

- The DIR is your friend!
- Drill down on critical items 1-10. These items are critical for state and federal reporting:
  - 01 Missing Birthdate
  - 02 Less than 12 hours
  - 04 No Gender & 05 No Race/Ethnicity
  - 08 No Pre-Test & 09 No Post-Test
  - 10b Pre & post but no completed level
  - Etc...

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Data Integrity Report (DIR) Summer Institute 2018

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## Your Friend the Registrar

- The registrar is your friend!
- Get the list of grads to check against TE.
- Also, don't forget summer grads who complete before June 30 to pick them up in your data submission.

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## Student Records Lister Report

Results = Earned High School Diploma

Site	Student ID	Name	Record Date	Primary Grade	Retention Level	Results
001	000000001	Karen T. Collier	04/01/2018			Completed High School Diploma
001	4911204	David Hernandez	12/01/2017	HS 4	High School	Completed High School Diploma
001	4911208	Michael Rodriguez	12/01/2017	HS 4	High School	Completed High School Diploma

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## Catch Those Duplicates!

- Know how to merge duplicate student records.
- Use TE to check for duplicate names, which you suspect may be the same person.
- Matching Fields = ID
  - Two IDs at different sites is 'OK' as long as all other demographic information is the same.
  - Two IDs at different sites is 'NOT OK' when demographic information is not the same.
- Matching Fields = Gender and/or Birth Date
  - Two records of the same student at the same site is 'NOT OK' and therefore is a Duplicate Student whose records must be merged.
  - This is the most common scenario for duplicate records of the same student.

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## El Civics Anyone?

- Be sure that your EL Civics sections are all marked correctly in Class Instances.

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## Class Instance = EL Civics (IELCE)

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## EL Civics AA Reports

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## Attend to Attendance!

- Record cumulative hours, not hours between tests.
- Choose **Student Update** when recording attendance weekly, monthly, or at the end of a term.
- Use **Student Update (Cumulated)** for the total number of hours since entry in a class.

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## Class Instructional Hours Report

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## Cruise Your Tests Lister

- For eTesters,
  - Check questionable Assessment Duration (minutes)
- For paper testers,
  - Check suspicious test results for the possibility that the wrong test form was entered.
- Clean your records before scanning
  - Scanners have a nasty habit of cutting off test responses when marks are not dark enough.
  - Don't let a scanner rob you of payment points!

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## Your Federal Report Card

- Payment Points are important but so is your Federal report card!
- Pay attention to level gains and your program performance; and
- Be absolutely sure your "negatives" on the DIR stay under 10%

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## Federal Reports: NRS Tables 1-7

CASAS  
NRS Table 4  
NRS Table 4  
All Student Activities Data  
Page 1 of 2

Agency: #000 - Redding High Adult School (0000)

Program Year: 2017-2018




Entering Enrollment Reporting Year	Total Number Enrolled	Total Attendance Hours for all participants	Number who achieved a secondary school diploma or its equivalent	Number Reporting Before Achieving Measurable Skill Gains	Number Reporting in Program without Achieving Measurable Skill Gains	Percentage Achieving Measurable Skill Gains	Total Number of Periods of Participation	Percentage of Participants with Measurable Skill Gains
2016-2017	0	0	0	0	0	0	0	0
2017-2018	0	0	0	0	0	0	0	0
2018-2019	0	0	0	0	0	0	0	0
2019-2020	0	0	0	0	0	0	0	0
2020-2021	0	0	0	0	0	0	0	0
2021-2022	0	0	0	0	0	0	0	0
2022-2023	0	0	0	0	0	0	0	0
2023-2024	0	0	0	0	0	0	0	0
2024-2025	0	0	0	0	0	0	0	0
2025-2026	0	0	0	0	0	0	0	0
2026-2027	0	0	0	0	0	0	0	0
2027-2028	0	0	0	0	0	0	0	0
2028-2029	0	0	0	0	0	0	0	0
2029-2030	0	0	0	0	0	0	0	0
2030-2031	0	0	0	0	0	0	0	0
2031-2032	0	0	0	0	0	0	0	0
2032-2033	0	0	0	0	0	0	0	0
2033-2034	0	0	0	0	0	0	0	0
2034-2035	0	0	0	0	0	0	0	0
2035-2036	0	0	0	0	0	0	0	0
2036-2037	0	0	0	0	0	0	0	0
2037-2038	0	0	0	0	0	0	0	0
2038-2039	0	0	0	0	0	0	0	0
2039-2040	0	0	0	0	0	0	0	0
2040-2041	0	0	0	0	0	0	0	0
2041-2042	0	0	0	0	0	0	0	0
2042-2043	0	0	0	0	0	0	0	0
2043-2044	0	0	0	0	0	0	0	0
2044-2045	0	0	0	0	0	0	0	0
2045-2046	0	0	0	0	0	0	0	0
2046-2047	0	0	0	0	0	0	0	0
2047-2048	0	0	0	0	0	0	0	0
2048-2049	0	0	0	0	0	0	0	0
2049-2050	0	0	0	0	0	0	0	0
2050-2051	0	0	0	0	0	0	0	0
2051-2052	0	0	0	0	0	0	0	0
2052-2053	0	0	0	0	0	0	0	0
2053-2054	0	0	0	0	0	0	0	0
2054-2055	0	0	0	0	0	0	0	0
2055-2056	0	0	0	0	0	0	0	0
2056-2057	0	0	0	0	0	0	0	0
2057-2058	0	0	0	0	0	0	0	0
2058-2059	0	0	0	0	0	0	0	0
2059-2060	0	0	0	0	0	0	0	0
2060-2061	0	0	0	0	0	0	0	0
2061-2062	0	0	0	0	0	0	0	0
2062-2063	0	0	0	0	0	0	0	0
2063-2064	0	0	0	0	0	0	0	0
2064-2065	0	0	0	0	0	0	0	0
2065-2066	0	0	0	0	0	0	0	0
2066-2067	0	0	0	0	0	0	0	0
2067-2068	0	0	0	0	0	0	0	0
2068-2069	0	0	0	0	0	0	0	0
2069-2070	0	0	0	0	0	0	0	0
2070-2071	0	0	0	0	0	0	0	0
2071-2072	0	0	0	0	0	0	0	0
2072-2073	0	0	0	0	0	0	0	0
2073-2074	0	0	0	0	0	0	0	0
2074-2075	0	0	0	0	0	0	0	0
2075-2076	0	0	0	0	0	0	0	0
2076-2077	0	0	0	0	0	0	0	0
2077-2078	0	0	0	0	0	0	0	0
2078-2079	0	0	0	0	0	0	0	0
2079-2080	0	0	0	0	0	0	0	0
2080-2081	0	0	0	0	0	0	0	0
2081-2082	0	0	0	0	0	0	0	0
2082-2083	0	0	0	0	0	0	0	0
2083-2084	0	0	0	0	0	0	0	0
2084-2085	0	0	0	0	0	0	0	0
2085-2086	0	0	0	0	0	0	0	0
2086-2087	0	0	0	0	0	0	0	0
2087-2088	0	0	0	0	0	0	0	0
2088-2089	0	0	0	0	0	0	0	0
2089-2090	0	0	0	0	0	0	0	0
2090-2091	0	0	0	0	0	0	0	0
2091-2092	0	0	0	0	0	0	0	0
2092-2093	0	0	0	0	0	0	0	0
2093-2094	0	0	0	0	0	0	0	0
2094-2095	0	0	0	0	0	0	0	0
2095-2096	0	0	0	0	0	0	0	0
2096-2097	0	0	0	0	0	0	0	0
2097-2098	0	0	0	0	0	0	0	0
2098-2099	0	0	0	0	0	0	0	0
2099-2100	0	0	0	0	0	0	0	0
2100-2101	0	0	0	0	0	0	0	0
2101-2102	0	0	0	0	0	0	0	0
2102-2103	0	0	0	0	0	0	0	0
2103-2104	0	0	0	0	0	0	0	0
2104-2105	0	0	0	0	0	0	0	0
2105-2106	0	0	0	0	0	0	0	0
2106-2107	0	0	0	0	0	0	0	0
2107-2108	0	0	0	0	0	0	0	0
2108-2109	0	0	0	0	0	0	0	0
2109-2110	0	0	0	0	0	0	0	0
2110-2111	0	0	0	0	0	0	0	0
2111-2112	0	0	0	0	0	0	0	0
2112-2113	0	0	0	0	0	0	0	0
2113-2114	0	0	0	0	0	0	0	0
2114-2115	0	0	0	0	0	0	0	0
2115-2116	0	0	0	0	0	0	0	0
2116-2117	0	0	0	0	0	0	0	0
2117-2118	0	0	0	0	0	0	0	0
2118-2119	0	0	0	0	0	0	0	0
2119-2120	0	0	0	0	0	0	0	0
2120-2121	0	0	0	0	0	0	0	0
2121-2122	0	0	0	0	0	0	0	0
2122-2123	0	0	0	0	0	0	0	0
2123-2124	0	0	0	0	0	0	0	0
2124-2125	0	0	0	0	0	0	0	0
2125-2126	0	0	0	0	0	0	0	0
2126-2127	0	0	0	0	0	0	0	0
2127-2128	0	0	0	0	0	0	0	0
2128-2129	0	0	0	0	0	0	0	0
2129-2130	0	0	0	0	0	0	0	0
2130-2131	0	0	0	0	0	0	0	0
2131-2132	0	0	0	0	0	0	0	0
2132-2133	0	0	0	0	0	0	0	0
2133-2134	0	0	0	0	0	0	0	0
2134-2135	0	0	0	0	0	0	0	0
2135-2136	0	0	0	0	0	0	0	0
2136-2137	0	0	0	0	0	0	0	0
2137-2138	0	0	0	0	0	0	0	0
2138-2139	0	0	0	0	0	0	0	0
2139-2140	0	0	0	0	0	0	0	0
2140-2141	0	0	0	0	0	0	0	0
2141-2142	0	0	0	0	0	0	0	0
2142-2143	0	0	0	0	0	0	0	0
2143-2144	0	0	0	0	0	0	0	0
2144-2145	0	0	0	0	0	0	0	0
2145-2146	0	0	0	0	0	0	0	0
2146-2147	0	0	0	0	0	0	0	0
2147-2148	0	0	0	0	0	0	0	0
2148-2149	0	0	0	0	0	0	0	0
2149-2150	0	0	0	0	0	0	0	0
2150-2151	0	0	0	0	0	0	0	0
2151-2152	0	0	0	0	0	0	0	0
2152-2153	0	0	0	0	0	0	0	0
2153-2154	0	0	0	0	0	0	0	0
2154-2155	0	0	0	0	0	0	0	0
2155-2156	0	0	0	0	0	0	0	0
2156-2157	0	0	0	0	0	0	0	0
2157-2158	0	0	0	0	0	0	0	0
2158-2159	0	0	0	0	0	0	0	0
2159-2160	0	0	0	0	0	0	0	0
2160-2161	0	0	0	0	0	0	0	0
2161-2162	0	0	0	0	0	0	0	0
2162-2163	0	0	0	0	0	0	0	0
2163-2164	0	0	0	0	0	0	0	0
2164-2165	0	0	0	0	0	0	0	0
2165-2166	0	0	0	0	0	0	0	0
2166-2167	0	0	0	0	0	0	0	0
2167-2168	0	0	0	0	0	0	0	0
2168-2169	0	0	0	0	0	0	0	0
2169-2170	0	0	0	0	0	0	0	0
2170-2171	0	0	0	0	0	0	0	0
2171-2172	0	0	0	0	0	0	0	0
2172-2173	0	0	0	0	0	0	0	0
2173-2174	0	0	0	0	0	0	0	0
2174-2175	0	0	0	0	0	0	0	0
2175-2176	0	0	0	0	0	0	0	0
2176-2177	0	0	0	0	0	0	0	0
2177-2178	0	0	0	0	0	0	0	0
2178-2179	0	0	0	0	0	0	0	0
2179-2180	0	0	0	0	0	0	0	0
2180-2181	0	0	0	0	0	0	0	0
2181-2182	0	0	0	0	0	0	0	0
2182-2183	0	0	0	0	0	0	0	0
2183-2184	0	0	0	0	0	0	0	0
2184-2185	0	0	0	0	0	0	0	0
2185-2186	0	0	0	0	0	0	0	0
2186-2187	0	0	0	0	0	0	0	0
2187-2188	0	0	0	0	0	0	0	0
2188-2189	0	0	0	0	0	0	0	0
2189-2190	0	0	0	0	0	0	0	0
2190-2191	0	0	0					



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## Thank You for Attending!

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- Be sure to visit the CASAS website at [www.casas.org](http://www.casas.org)
- Follow us on Twitter  [twitter.com/CASASsystem](https://twitter.com/CASASsystem) and use the hashtag [#casassi2018](https://twitter.com/CASASsystem) to tweet updates, photos, and stories.
- Keep in touch with Facebook  [facebook.com/CASASsystem](https://facebook.com/CASASsystem) use the hashtag [#casassi2018](https://facebook.com/CASASsystem) to share photos and post stories.
- Visit us on the  [YouTube Channel](#)

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## Steps to Exit TE Online

To ensure data is secure and confidential and that unauthorized personnel are unable to gain access to personal data, it is important to disconnect from the server before exiting TE.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• When you are finished working in TE, or at any time you have several tabbed pages open,             <ul style="list-style-type: none"> <li>○ Click <b>Pages</b> at top right.</li> </ul> </li> <li>• From the drop-down menu,             <ul style="list-style-type: none"> <li>○ Click <b>Close All Pages</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• At top left of your screen,             <ul style="list-style-type: none"> <li>○ Click the <b>TE</b> icon, and then</li> <li>○ Click <b>Disconnect</b>.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>• Click the <b>TE</b> icon again.             <ul style="list-style-type: none"> <li>○ Click <b>Exit</b>.</li> <li>○ Or click the <b>Red X Box</b> at top right of your screen.</li> </ul> </li> </ul>



## CASAS Contact Information

**Mail:** CASAS  
5151 Murphy Canyon Rd., Suite 220  
San Diego, CA 92123-4339

**Website:** [www.casas.org](http://www.casas.org)

**Telephone:** (858) 292-2900 or toll free (800) 255-1036

**Fax:** (858) 292-2910

**E-mail:**

**General questions:** [casas@casas.org](mailto:casas@casas.org)

**Training questions:** [training@casas.org](mailto:training@casas.org)

**Ordering questions:** [orders@casas.org](mailto:orders@casas.org)

**California Accountability:** [capm@casas.org](mailto:capm@casas.org)

**California AEBG - Adult Ed Block Grant:** [aebg@casas.org](mailto:aebg@casas.org)

**CASAS Technology Support Team:** [techsupport@casas.org](mailto:techsupport@casas.org)

## Training Support

Help documentation is available at [CASAS Home](#) > [Training and Support](#) >

- [eTests Online Help](#)
- [TOPSpro Enterprise Help](#)

Enroll in a complimentary workshop at: [CASAS Training Registration](#).

## Technical Support

The **CASAS Technology Support Team** is available to provide technical assistance for successful online implementation and uninterrupted test delivery.

- 7:00 am – 5:00 pm (Pacific Time)
- Monday – Friday
- [techsupport@casas.org](mailto:techsupport@casas.org)
- (858) 292-2900 or toll free (800) 255-1036, option 2

*Thank you for attending!*

