

TOPSpro Enterprise Data Management – Staying on Target

1. Install and Open TE Online
2. Data Integrity
 - a. NRS Data Integrity Report (DIR)
 - i. ACTIVITY: Drill down to data
 - ii. ACTIVITY: Drill down to address data issues
 - b. NRS Data Integrity Detail Report
 - i. ACTIVITY: Drill down to data
 - ii. ACTIVITY: Drill down to identify missing data
3. ACTIVITY: Identify Required Data Items on the DIR
 - a. Periods of Participation (PoP)
 - b. Measurable Skill Gains (MSG)
 - c. Data Validation Items
4. WIOA Summary of Changes
 - a. ACTIVITY: <https://nrsweb.org/policy-data/WIOA-Reporting-Changes>
5. Assessment Policy
 - a. ACTIVITY: <https://www.casas.org/training-and-support/testing-guidelines/assessment-policy>
6. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
 - a. Disconnect and Exit TE

Summer Institute Presentations at <https://www.casas.org/training-and-support/SI/presentations>
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WIOA, Title II Periods of Participation (PoP)

A PoP Begins when a student enters a WIOA, Title II program – ABE, ASE (HSD/HSE), ESL

- [NRS](#) states, “A period of participation begins each time a participant enrolls in adult education – even when multiple enrollments occur during the same program year.”
- When a student first enrolls in a class, he or she is considered a “reportable individual” until at least 12 hours is recorded.
- A “reportable individual” who completes at least 12 hours qualifies as a Title II “participant.”
- In TE, students must have an enrollment before hours or tests are reported in a PoP.

A PoP is continuous enrollment with breaks in attendance of 90 days or less.

- If a student leaves a program and returns after 90 days, a new PoP begins.
- [NRS](#) states, “Participant status must be achieved any time an individual enters, or reenters, an adult education program.”
 - Participant status = Enrollment + 12 or more Hrs. + Test(s)
- A participant needs to requalify as a participant in each PoP because their instructional hours in a previous PoP do not count in subsequent PoPs.

A participant may have more than one PoP in a program year.

- For example, a student enters in September, exits in December, and re-enrolls in May has two periods of participation.
- A “reportable individual” must have an enrollment *plus* complete 12 hours to be considered a “participant.”
- A “participant” must have at least 12 hours in each PoP.

A PoP may be within a PY or across PYS.

- [NRS](#) states, “Participants who continue receiving services across program years do not need to requalify as a participant in a new program year since exit has not occurred.”

Each PoP requires the following:

- Enrollment information (i.e., Entry Record) and any changes from a previous enrollment
 - [NRS](#) states, “Subsequent enrollments during a program year result in a new period of participation.”
- Instructional hours – hours from a previous PoP do not carry forward in the count for the next PoP.
- Valid CASAS pre/post paired test scores in the same modality – for WIOA, Title II reporting.
 - TE looks for tests and hours to create a new PoP.
 - TE will be “as flexible as possible” in getting a pre/post for every PoP possible.
- Update information (i.e., Update Record) – noting all outcomes in that PoP.
 - [NRS](#) states, “Only participants are reported for WIOA performance indicator purposes.”

With each new PoP, you may need to pretest the student again.

- For example, a student pre- and post-tests in a PoP and does not attend for 90+ days
 - **IF** the last test taken is **more than 3 months old** (> 90 days) **but less than 4 months old** (< 120 days) –
 - The last test(s) taken may be still a valid reflection of the student’s current skill level.
 - Programs may choose whether or not to pretest again in the new PoP at re-entry.
 - The 90 day rule applies to attendance.
 - **IF** the last test taken is **more than 4 months old** (> 120 days) –
 - Any previous test result(s) may no longer accurately reflect current skills after 4 or more months without instruction.
 - Pretesting the student again in the new PoP at re-entry is recommended.
 - The 120 day rule applies to tests.