

Annotated Release Notes

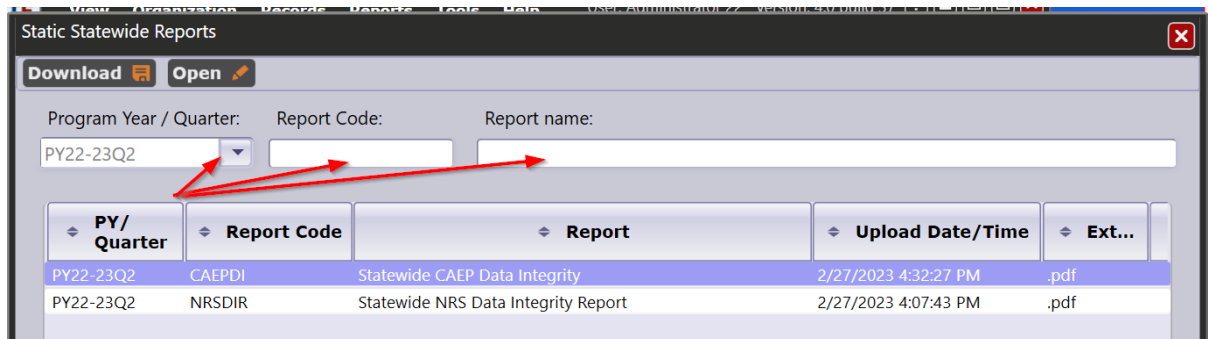
TOPSpro Enterprise (TE) 4.0 Build 37

02/28/23

TOPSpro Enterprise:

1. New: Reports > State Reports > Static Statewide Reports:

– Reports have been uploaded for California. For other states, please contact us.



This is a handy way to review statewide data and compare it to your local agency’s performance on a quarterly or annual basis. Looking at the percentages column is the easiest way to compare.

Select the **Program Year/Quarter** at the top and highlight the desired report and click “Download” or “Open.”

The other two search fields at the top work the same way as the **Report Locator Wizard**. If you enter a partial “Report Code” (i.e., DIR) or “Report Name,” the list of available reports is shortened. You can also filter by a specific Report Code and then select “All” quarters to see a timeline of the same report.

CASAS
02/28/2023
02:07:43

NRS Data Integrity
by Agency

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NRSDIR2

State: CA - California Program Year: 2022-2023

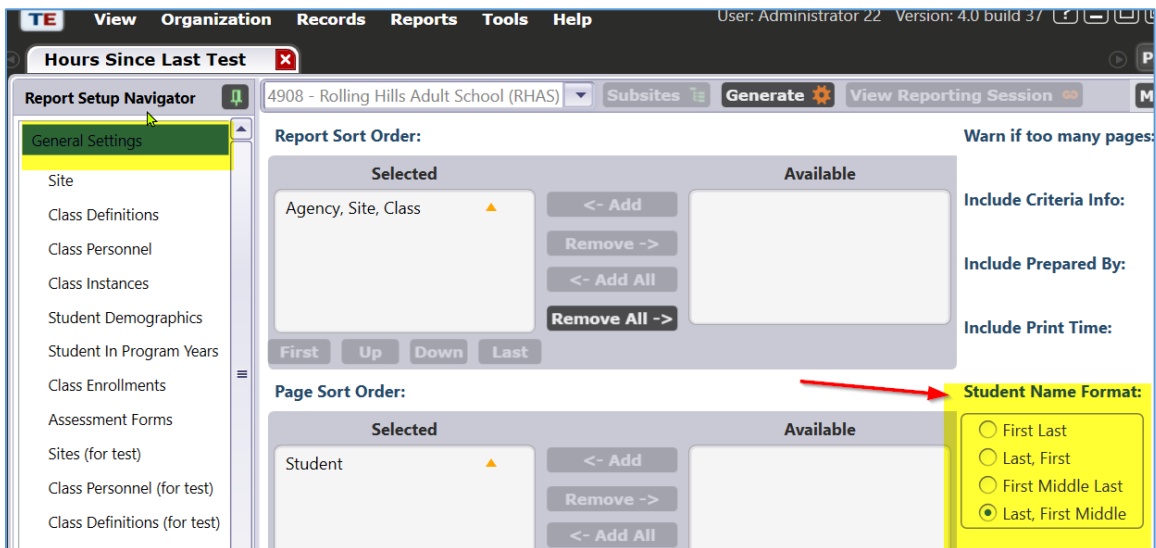
Summary Information		Without PoP	2022-2023	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners		20,508	316,978	296,470	6,604	15	0
Learners Concurrently Enrolled in High School/K12		39	788	749	37	0	0
Total Learners eligible for WIOA Title II		20,469	316,190	295,721	6,567	15	0

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	4,038	1%								
02	Less than 12 Hours of Instruction	111,451	35%	90,880	31%	3,202	49%	8	53%	0	0%
02a	Zero or Empty Hours of Instruction	72,939	23%	52,818	18%	1,689	26%	3	20%	0	0%
02b	Total hours between 1-11 hours	38,502	12%	38,062	13%	1,503	23%	5	33%	0	0%
03	No Highest Year of School/Degree Earned	38,780	12%								
03a	No Highest Year of School	31,777	10%								
03b	No Highest Degree Earned	35,358	11%								
04	No Gender	5,330	2%								
05	No Race/Ethnicity	8,771	3%								
06	Total Reported Labor Force Status	257,774	82%								

2. Updated: Hours Since Last Test report, on the General Settings page, added a **Student Name Format** section to include four options such as "Last, First Middle."

In TE: Reports → Demographics → Hours Since Last Test

Note: In an upcoming release we plan to add more customizable settings including the ability to suppress displaying students' names altogether.



3. Updated: Core Performance Wizard online help screen instructions.

In TE: Tools → Core Performance Wizard

Numerous changes were made to provide clarification and assist both WIOA and CAEP data managers with this quarterly reporting tool. Helpful comments like this avoid incorrect data submission:

It is too soon to run the wizard for Exit Quarter 3. You can select any quarter that is at least 90 days in the past.

4. Updated: Oregon's target for NRS Performance report.

5. Updated: Demographic Detail report:

- Removed the words "at Entry" from the "Highest Diploma or Degree" column heading
- Display "Class Status" column when both "Break on Class" and "Print [Show] Class Status" are checked.

In TE: Reports → Demographics → Demographic Detail

Student	Class Status	SSN Data Sharing Consent	Class Entry Date	Gender	Birth Date	Highest Year of School	Out of U.S.	Highest Diploma or Degree	Earned Out of U.S.	Native Language	Ethnicity	Race
Albertini, Ema Gloria	Inactive		09/11/2022	Female	08/01/1979	10	N	None	N	English	Hispanic	White
Almurques, Tzu Vicente	Inactive		08/19/2022	Female	07/16/1966	11	N	None	N	English	Not Hispanic	White
Alotaibi, Lauren Dosanjis	Inactive		09/03/2022	Female	06/12/2002	12	N	None	N	English	Not Hispanic	White
Arango, Joseph Kurtis David	Inactive		08/18/2022	Male	07/31/1983	11	N	None	N	Other	Not Hisoanic	White

TE View Organization Records Reports Tools Help User: Administrator 2

Demographic Detail

Report Setup Navigator

- General Settings
- Class Personnel
- Class Instances
- Student In Program Years
- Student Records

4908 - Rolling Hills Adult School (RHAS) Subsites Generate

Remove All ->

First Up Down Last

Show Class Status:

Report Style Option: B&W Blue Green Red

Break on Class:

Break on Instructional Program:

6. Updated: Student Test Summary report:

- Added "Show hours type" field where one of the following options can be selected: "Hours before test", "Hours since test" or "Both"
- Added option to "Show only hours from displayed class" (not all the hours a student has completed in the current program year)
- Updated default parameters in the General Settings page, including Show Class Personnel = Teacher and Student Name Format = Last, First Middle

In TE: Reports → Test Results → Test History → Student Test Summary

Student Name Format:

First Last

Last, First

First Middle Last

Last, First Middle

Show hours type:

Hours before test

Hours since test

Both

Special Options

Reporting Level: Agency Site Class

Participation Source: Update Test Observation Daily Cumulated Instructional

Exclude Inaccurate Scores:

Exclude students missing Tests\Obs.:

Display Class based on: Class Enrollment Test

Enforce Class Start and End Date:

Exclude Retested:

Show only students missing tests:

Show Class Personnel: Teacher Case worker

7. Fixed: Quarterly Data Submission wizard dates (previously off by one day) will now use the agency time zone to determine if the data submission should be enabled, and if the submission is late or not.

8. Fixed: Users can clear the HiSET ID value and save the Student Demographics Record.

In TE: Records → Students → Demographics

Student Information
 Agency: 4908 - Rolling Hills Adult School (RHAS)
 Student: 123456 / Jane Doe Birth Date: 1/1/1990 Gender: Female

Identification

Student ID: 123456 Gender: N/A SSN: Does not have SSN NEDP ID:
 Male SSN Consent: Unknown GED ID:
 Female Data Sharing Consent: Unknown **HiSET ID: 12345678**
 Non-binary SSID: TASC ID:
 Title: Birth Date: 1/1/1990 CaJOBS ID:
 First Name: Jane
 Middle Name:
 Last Name: Doe

9. Fixed: 3rd Party Import wizard correctly adjusts date range for Class Record (CLS).

In TE: Tools → 3rd Party Import

Data Correction Edit Window

Select the fields that you want to change and then select their new values.
 You might need to scroll down to see all fields.

Special Programs:

- ESL/ELL
- Citizenship
- High School Diploma
- Not Set
- None
- EL Civics (IELCE)
- Jail
- Community Corrections

Class Start Date: 12/19/2022

Class End Date: 6/18/2023

California Only:

10. Updated: Changed the earliest proxy date in the Proxy Record Wizard from January 1 to May 1 for copying Test Records forward into the next program year.

In TE: Tools → Proxy Wizard

Select date ranges

Step 5: What date ranges should be applied to the proxy operation? Program Year: 2022 - 2023

The default date ranges provided are the allowed ranges to get records from. You can narrow these date ranges, but you cannot expand them without the proper user access level.

Class Enrollment Date Range
Custom Interval ▼ from: 5/1/2022 ▼ to: 6/30/2022 ▼

Program Enrollment Date Range
Custom Interval ▼ from: 5/1/2022 ▼ to: 6/30/2022 ▼

Test Date Range
Custom Interval ▼ from: 5/1/2022 ▼ to: 6/30/2022 ▼

Activity Record Date Range
Custom Interval ▼ from: 5/1/2022 ▼ to: 6/30/2022 ▼

Cancel << Back Next >>