

Using ASAP to Improve Your TOPSpro Enterprise (TE) Data

Presented by...

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Agenda

- Data Integrity Required Item Overview
- ASAP Export TOPS Report
- Demographic Information Link
- Verify < 12 Attendance Hours
- Reports to determine when to Post Test
- TE Payment Points Related – HSD/HSE, PoP
- CAEP Instructional Program Assignment

Data Integrity Reports (DIR) Required Items

You can use many reports in ASAP to verify and identify where corrections are needed for both the TOPSpro Enterprise (TE) NRS DIR and CAEP DIR items.

Item numbers 1-9 are required data collection elements for both the NRS DIR and CAEP DIR. Students missing information in these items could affect your outcomes and payment points.

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	0	0%								
02	Less than 12 Hours of Instruction	138	65%	43	35%	7	78%	1	100%	0	0%
02a	Zero or Empty Hours of Instruction	119	57%	23	19%	7	78%	1	100%	0	0%
02b	Total hours between 1-11 hours	19	9%	20	16%	0	0%	0	0%	0	0%
03	No Highest Year of School/Degree Earned	188	90%								
03a	No Highest Year of School	188	90%								
03b	No Highest Degree Earned	188	90%								
04	No Gender	0	0%								
05	No Race/Ethnicity	5	2%								
06	Total Reported Labor Force Status	186	89%								
06a	Total 'Employed'	88	42%								
06b	Total 'Employed with notice'	3	1%								
06c	Total 'Unemployed'	73	35%								
06d	Total 'Not in Labor Force'	22	10%								
06e	Total missing Labor Force Status	24	11%								
08	No Pretest	189	90%	110	90%	1	11%	0	0%	0	0%
09	No Post-Test	107	51%	113	93%	4	44%	0	0%	0	0%
09a	No Post-Test or HSE/HSD	105	50%	111	91%	4	44%	0	0%	0	0%
09b	No Post-Test and pretest below ASE High	107	51%	113	93%	4	44%	0	0%	0	0%

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Data Integrity Reports (DIR) Items, Cont.

Item numbers 10-22c reflect totals in your database which may include items missing key information such as Barriers, HSE/HSD on update records, or possible attendance Period of Participation (PoP) issues due to missing attendance.

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
10a	Learners with a pre-/post-test pair	15	7%	9	7%	5	56%	1	100%	0	0%
10b	Learners with a pre-/post-test pair, but have not completed a level	9	4%	6	5%	3	33%	0	0%	0	0%
11a	Achieved Educational Functional Level Gain with pre- and post-testing	6	3%	3	2%	2	22%	1	100%	0	0%
11b	Achieved Educational Functional Level Gain with High School credits earned	0	0%	0	0%	0	0%	0	0%	0	0%
11c	Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0%	0	0%	0	0%	0	0%	0	0%
12a	Passed HSE	2	1%								
12b	Passed HSE but instructional program not HSE	0	0%								
12c	Passed HSE but Highest Degree Earned is HSE or higher	1	0%								
13a	Earned HS diploma	1	0%								
13b	Earned HS diploma but instructional program not HS diploma	0	0%								
14a	Learners with only One Period of Participation	113	54%								
14b	Learners with More than One Period of Participation	9	4%								
14c	Learners with continuous Period of Participation due to Retained in Program	39	19%	37	30%	2	22%	0	0%	0	0%
15a	Learners with 90-97 days between Dates of Service	0	0%	0	0%	0	0%	0	0%	0	0%
15b	Learners with 83-89 days between Dates of Service	0	0%	1	1%	0	0%	0	0%	0	0%
16	Learners enrolled in Integrated Education and Training (IET)	0	0%								
17	No Primary Goal	180	86%								
18	No Secondary Goal	181	86%								
19	Learners with at least one Barrier to Employment	192	91%								
19a	Learners with Multiple Barriers to Employment	120	57%								
19b	Learners with No Barriers to Employment	18	9%								
20	Learners Co-enrolled in WIOA Titles I, III, or IV	2	1%								
21	Learners with a pretest in the conservative estimate range	1	0%	0	0%	1	11%	0	0%	0	0%
22a	Learners with a pre-/post-test pair but less than 40 hours of instruction	9	4%	4	3%	4	44%	1	100%	0	0%
22b	Learners without a pre-/post-test pair but more than 40 hours of instruction	28	13%	32	26%	1	11%	0	0%	0	0%
22c	Learners without a pre-/post-test pair but more than 70 hours of instruction	15	7%	16	13%	1	11%	0	0%	0	0%

DIR 1 & 3-6e

ASAP Export TOPS Report

- Missing Demographics
- Missing demographic items can be identified in ASAP before creating the Dem_5050 export by using the **Demographic Information** link on the Export TOPS Report screen.

ASAP Reporting - Export Tops Report

Use this Agency instead:

Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ("View & Pick..." button)

Fiscal Year:

Time Period:

Course Group:

Course:

Location:

Status:

Teacher:

Class:

☐ Students with Att. Hours only

Entry Records:

Demographics:

Personnel:

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

Demographic Information Link

- This is an example of the excel report you get from the **Demographic Information** link. Students missing data in the highlighted fields will show up in your counts on the NRS and CAEP DIR reports. This report can help you identify records to correct before you do your exports into TE.

ASAPID	Last Name	First Name	Course Name	Class Code	Enrollment Status	Gender	Birthdate	School Years Completed	Majority Schooling Outside US	Highest Degree Earned	Earned Outside US	Labor Force Status	Ethnicity	is Hispanic	Native Language	Goal 1	Goal 2	CSIS	Income	TOPS_Instructional_Level
827885	Adams	Adam	ESL Advanced	300.01	ENROLLED	M	6/11/1950	12	FALSE	High school diploma	FALSE	Fulltime student	Alaska Native	FALSE	English			222222222		
827886	Adams	Art	ESL Advanced	300.01	ENROLLED	0	1/10/1996	21	FALSE	Graduate student degree	TRUE	Employed	Asian	FALSE	Cantonese			600000000		
1275558	Andrews	Archie	ESL Advanced	300.01	ENROLLED	M	4/19/1975	9	FALSE	Individual Education Plan	FALSE	Fulltime student	White	FALSE	English					
30818	Artist	Artsy	ESL Advanced	300.01	ENROLLED	F	4/2/1995	18	FALSE	Individual Education Plan	FALSE	Employed	Alaska Native	FALSE				0-\$7,500		
1265363	August	Test	ESL Advanced	300.01	ENROLLED	M	1/6/1989	13	FALSE	High school diploma	FALSE	Employed	Hispanic	FALSE	English			555555555	\$50,000	
827885	Adams	Adam	ServSafe	700.1	PEND	M	6/11/1950	12	FALSE	High school diploma	FALSE	Fulltime student	Alaska Native	FALSE	English			222222222		
827886	Adams	Art	ServSafe	700.1	PEND	0	1/10/1996	21	FALSE	Graduate student degree	TRUE	Employed	Asian	FALSE	Cantonese			600000000		
1379734	Carolina	Trace	ServSafe	700.3	PEND				FALSE		FALSE			FALSE						
5169474	Funny	Too	ServSafe	700.3	PEND	M	2/17/1984	14	FALSE	AA/AS degree	FALSE	Employed	Hispanic	FALSE	English					
0000000				700.3	PEND		3/1/1995	18	FALSE	High school diploma	FALSE	Employed	Asian	FALSE	English			600000000	0-\$7,500	

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DIR 2-2b

Verify < 12 Attendance Hours

- Less than 12 hours
- **Class Enrollments With Hours and Home School Attendance Report** allows you to identify and verify students with Zero or <12 hours

The screenshot shows the ASAP Reporting interface. The header includes the ASAP logo (A VANDCO COMPANY) and the report title: "ASAP Reporting - ClassEnrollments With HoursAndHomeSchool Report".

On the left, there are several filter dropdowns:

- Time Period : Default Time Period
- Customer Group: All Customer Groups
- Course Group : All Course Groups
- Courses : Select A Course
- Classes : Select A Class
- Enrollment Status: All items checked
- Attendance Hours: All items checked

The "Attendance Hours" dropdown is expanded, showing the following options:

- ☒ Check All
- ☒ 0
- ☒ 1 to 11
- ☒ Over 11

A red arrow points to the "1 to 11" option. Below the filters, a table header is visible with columns: First, Last Name, Middle, Student, Email, Primary, Birth Date, School, Grade, Class Title.

Class Enrollments With Hours and Home School Attendance

- This is an example of the **Class Enrollments With Hours and Home School Attendance Report** with attendance options 0 and 1-11 checked. This report may also be useful to spot missing attendance for students who staff or instructor feel has been attending regularly but attendance hours seem low.
- In this example, a high school diploma student can earn 1 credit after at least 12 hours of instruction. This student earned 5 credits but only has 7.5 hours of attendance. This is a flag for potential missing attendance.

First Name	Last Name	Student ID	Class Title	Class Code	Status	Drop Date	Final Grade	Total Credits	Attendance Start	Attendance End	Class Hours
K	Medina		Independent Study	20762	DROPPED	2/18/2019 9:24			1/8/2019	1/8/2019	1.50
K	Medina		Independent Study	20763	ENROLLED				1/8/2019	1/8/2019	1.50
K	Medina		Biology/Life Science	25053	ENROLLED		C-	5.00	1/16/2019	2/27/2019	7.50
M	Medina		Math	22059	ENROLLED				3/18/2019	4/22/2019	2.50
E	Mendez		Academic Literacy I/II - Adults	10557	DROPPED	2/26/2019 17:08			1/17/2019	2/21/2019	10.50
E	Mendez		Academic Literacy I/II - Adults	10560	ENROLLED				3/21/2019	5/27/2019	11.48

Missing Attendance Report

- It's possible attendance has not been reported

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ASAP Reporting - Missing Attendance Report

Time Period: Summer Semester 2017 ? Status: All

Course : ESL Beginning High Teacher: All Teachers

Course Group: AEBG | Programs for Immigrants Class : All Classes

Site: All Locations Report Type: Missing Attendance by Class (details)


From Date: 5/1/2017 12:00 AM To Date: 6/30/2017 12:00 AM

Filter

Event ID	Event CD	Course Name	Time Period Cd	Instructor Name	Schedule Date	Site Name
853923	03312.00	ESL Beginning High	SMSU17	TBD, TBD	06/27/17	Serra
853923	03312.00	ESL Beginning High	SMSU17	TBD, TBD	06/28/17	Serra
853923	03312.00	ESL Beginning High	SMSU17	TBD, TBD	06/29/17	Serra

You can “clean up”
this report by
Excluding a class
meeting date in the
Class Details
“Schedule” Tab

Exclude a Class Meeting

Class Roster	Demographics	Questions	Grades/Credits	Schedule	Skills	Notes		
Add Additional Date								
Class Calendar								
Schedule Date	Day	Start Time	End Time	Instructor	Facility	BreakTimeNotes	Status	
1/7/2019	Mo	08:45 AM	11:45 AM		Room 22		Active	Exclude Modify

teacher ill; no meeting per KPursley. JMiller	Excluded Include
per IDacumos no meeting. jMiller	Excluded Include

DIR 8-9 **Imported CASAS TOPS Tests**

- No Pretest/Post-test
- If you import CASAS tests into ASAP, instructors will have a quick way to see the students' test scores and, they can also help identify students who do not have a pretest or post-test. Since the tests are tied to the student ID number, the students' test scores will show for any class they are enrolled in.
- The **Imported CASAS TOPS Tests Scores** report located under the Custom Query tab may also be helpful for staff to determine post-tests needed. This report will show all test scores imported to ASAP within a selected date range. Exporting to excel allows further filtering to see if students have pre and post tests within that date range.

The screenshot shows the 'Query Report view' interface in the ASAP system. At the top left is the ASAP logo. A blue header bar contains the text 'Query Report view'. Below this, there is a link 'Export to CSV' and the report title 'Imported CASAS TOPS Test Scores'. A descriptive line states: 'Displays a list of CASAS TOPS Test Scores imported into ASAP. Enter a date range when test was administered.' The 'Custom Query' section features date pickers for 'From Date' (5/1/2019 12:20 PM) and 'To Date' (6/30/2019 12:20 P), along with 'Filter' and 'Export to Excel' buttons. Below the query section is a table with a header row and several data rows. The table headers are: kan Test, Customer ID, First Name, Last Name, Test Form, Test Form Description, Raw Score, Scale Score, Hours, Test Date, Date Record Imported, and Class Code. The first data row shows a test for a student with ID 1000000000, dated 5/1/2019 12:20 PM.


kan Test	Customer ID	First Name	Last Name	Test Form	Test Form Description	Raw Score	Scale Score	Hours	Test Date	Date Record Imported	Class Code
	1000000000								5/1/2019 12:20 PM	5/1/2019 12:20 PM	

Other Ways to Find Imported Test Scores

Class Detail

ESL Intermediate High/Advanced

03317.00



When: Monday, Tuesday, W
AM-12:00 PM
9/3/2019 - 12/19/2019
Fall Semester 2019

Where: E106, DeJean

Who: Dacumos, Inocencia

Status: Active - Not Visible

Credential: No

Fees: 1098


Eligible:

I want to: -- Select --

- Select --
- Cancel this class
- Change course
- Copy this class
- Delete this class
- Edit this class
- Email all students
- Enroll a student
- Manage CASAS TOPS**
- Manage instructors and sponsors
- Split class
- View class media
- View links to online registration

Students | Detail

Time Period: All Time Periods



Name: [Redacted] [View/Create Family Account](#)
Email: [Redacted] [Edit My Info](#)
Gender: [Redacted] [CheckIn Details](#)
BDate: [Redacted] [Display Waiver](#)
Age: [Redacted] [Register \(with Quick Enroll\)](#)
Phone: [Redacted] [View Schedule](#)
Address: [Redacted] [View Calendar](#)
[View Student Attendance](#)

Customer Groups:
English Language Learner [Remove](#)

ASAP Student ID: 6229219
Customer Type: Regular Student [edit](#)

[Add Student to more groups...](#)

All Test Results (Except CASAS)

- CAHSEE
- GED
- GED2002
- HSET
- TASC
- CASAS Tests**

Drop/Transfers **Credits** **Transcripts**

Statuses ☐ **Show Historical Enrollments**

Enrollment Date	Status	Start Date	Auto Re-Enroll
No items to display			

Demographic **Education** **Service Hours** **Test Scores**

Customer ID	Form	Description	Raw Score	Scale Score	ClassCode	Test Date	Edit Delete
6229219	185R	185R	24	228	0331700	12/12/2018	Edit Delete
6229219	985L	985L	24	226	0331700	9/25/2018	Edit Delete
6229219	083R	083R	30	231	0330601	8/30/2018	Edit Delete

Class Detail

- I want to > Manage CASAS TOPS > Class Test Score
 - lists test scores even if taken outside of your class

Test Scores								
Class Code:		03317.00						
Time Period:		Spring Semester 2019						
Test Scores For:		All Scores ▼						
Print Grid		Export to Excel						
<u>Student Id</u>	<u>Student Name</u>	<u>Instr Hours</u>	<u>Test Date</u>	<u>Form</u>	<u>Description</u>	<u>Raw Score</u>	<u>Scale Score</u>	<u>ClassCode</u>
6229219		0	08/30/2018	083R	083R	30	231	0330601
6229219		0	09/25/2018	985L	985L	24	226	0331700
6229219		0	12/12/2018	185R	185R	24	228	0331700

Student Detail

1. **Test Scores tab** (bottom half of student detail screen)
2. Change “All Test Results..” to “CASAS Tests”

The screenshot shows the 'Students | Detail' page. The top navigation bar includes 'Students | Detail' and a 'Time Period' dropdown set to 'All Time Periods'. The main content area displays student information, including a profile picture placeholder, personal details (Name, Email, Gender, BDate, Age, Phone), and contact information (Address). On the right, there are links for 'View/Create Family Account', 'Edit My Info', 'CheckIn Details', 'Display Waiver', 'Register (with Quick Enroll)', 'View Schedule', 'View Calendar', and 'View Student Attendance'. Below this, 'Customer Groups' are listed as 'English Language Learner' with a 'Remove' link, and 'ASAP Student ID: 6229219' and 'Customer Type: Regular Student' with an 'edit' link. A link 'Add Student to more groups...' is also present.

The 'Test Scores' tab is selected, showing a table of test results. A dropdown menu is open for 'All Test Results (Except CASAS)', with 'CASAS Tests' selected. The table displays the following data:

Customer ID	Form	Description	Raw Score	Scale Score	ClassCode	Test Date	Edit Delete
6229219	185R	185R	24	228	0331700	12/12/2018	Edit Delete
6229219	985L	985L	24	226	0331700	9/25/2018	Edit Delete
6229219	083R	083R	30	231	0330601	8/30/2018	Edit Delete

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Attendance Summary By Student in Course Group

- This report example shows students with attendance in multiple classes but notice the Total Hours column sums all hours across all classes for the selected date range and time period.

[Export to CSV](#)

Attendance summary by Student in Course Group

Displays Attendance summary by Student for classes in Course Group for Date Range (by class and for all classes). Time Period filter optional.

Custom Query



From Date: 7/1/2018 2:54 PM To Date: 6/30/2019 2:54 PM

Time Period: Full Year 2018-2019

Course Group: AEBG | Short-term CTE Programs

Filter

Export to Excel

Last Name

Customer ID	First Name	Last Name	Class Hours By Date Range	Total Hours For Date Range	Event Cd	Class Start Date	Class End Date	Course Name	Event ID
Last Name: Adams									
827886	Art	Adams	154.00	154.00	1AUTO	07/01/2018	07/01/2019	1 Introduction to Automotive Repair	1002428
Last Name: Carolina									
1379734	Trace	Carolina	6.00	6.00	0700.3	07/01/2018	06/30/2019	ServSafe	1002436
Last Name: Dorr									
6932528	Jason	Dorr	8.00	8.00	3AUTO	07/01/2018	06/30/2019	3 Advanced Auto Computer Systems	1002430
Last Name: Funny									
5169474	Too	Funny	116.38	126.88	1AUTO	07/01/2018	07/01/2019	1 Introduction to Automotive Repair	1002428
5169474	Too	Funny	6.00	126.88	0700.3	07/01/2018	06/30/2019	ServSafe	1002436
5169474	Too	Funny	4.50	126.88	2AUTO	07/01/2018	12/28/2018	2 Automotive Engines	1002429
Last Name: Gonzalez									
5994683	Nancy	Gonzalez	128.00	146.50	1AUTO	07/01/2018	07/01/2019	1 Introduction to Automotive Repair	1002428
5994683	Nancy	Gonzalez	4.50	146.50	2AUTO	07/01/2018	12/28/2018	2 Automotive Engines	1002429
5994683	Nancy	Gonzalez	14.00	146.50	3AUTO	07/01/2018	06/30/2019	3 Advanced Auto Computer Systems	1002430

	Class Hours By Date Range	Total Hours For Date Range	Ev Co
ms	154.00	154.00	14
olina	6.00	6.00	07
r	8.00	8.00	34
ny	116.38	126.88	14
ny	6.00	126.88	07
ny	4.50	126.88	24
zalez	128.00	146.50	14
zalez	4.50	146.50	24
zalez	14.00	146.50	34

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DIR 12a & 13a

Passed HSE & Earned HS Diploma

- Custom Query Reports:

Students who earned an HSE and which test within selected date range

Customers w/Diploma Date within selected date range for Customer group

- If you enter HSE and HSD completions in ASAP, you can print out a list of your students earning their HSE/HSD to compare/verify the count to your TE data and payment points. Enter the Diploma Date and HSE Date/ Test Passed into the student ASAP record and generate the two reports above.
- To enter these dates in ASAP, you may need to change the edit form from your default form to an “Office Use Only” to see the completion date fields for input.
- For payment points, in ASAP, make sure you have marked the earning of the HSD or HSE education results on the Update record before export. Also, marking the Instructional Level ASE High (Level 6) will ensure a Payment Point for both HSE/HSD and Literacy Gain if one is not achieved with testing.

The screenshot shows a web form interface for entering student data. At the top, there is a dropdown menu labeled 'Select a form' with 'Office Use Only (12578)' selected. To the right of the dropdown are links for 'edit', 'delete', and 'form rules'. Below the dropdown are two buttons: 'Create a New Form' and 'Show archived questions'. The main section of the form contains three rows of input fields:

Field Label	Input Type	Checkmark	Add Button	Move Icon
Diploma Date	Text box	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	↕
HSE Date Earned	Text box	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	↕
HSE Test Passed	Dropdown menu (labeled '[Select an option]')	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	↕

DIR 14-15b

Periods of Participation

- Periods of Participation Items
- Verify these items using the **Periods of Participation Report** located under the Miscellaneous report tab. You can select your look back date and the number of days absent to get a list of students approaching 90 days absent. This report could also be a tool to identify any missing attendance if you see students on here that should not be.

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ASAP Reporting - Periods Of Participation Report

Time Periods : ASE,ABE,GED,SY2019-20

Courses Groups : All Course Groups

Courses : All Courses

Date: 8/2/2019 Report looks at selected date and back

Days Absent: 30

[Filter](#)

You can enter your date to look back from and enter the number of days absent to search for here.

(click here for Help)

First Name	Last Name	Customer ID	Email	Group Name	Days Absent
		6930154		WIOA High School Diploma	31
		6967398		WIOA High School Diploma	31
		7029437		WIOA High School Diploma	31

DIR 17 & 18

TOPS Goals Assignment

- Goals. If you prefer to assign student goals individually or in bulk by class in ASAP, Primary and Secondary Goals can be assigned from the class detail screen using “I want to: Manage CASAS TOPS” and then TOPS Goals. Goals can also be assigned during the **Entry Record** import using the TE Import Wizard.

Independent Study

Class Code: 20750
Time Period: ASE, ABE, GED, SY2019-20
Enrollment Status: All

[TOPS Goals](#)
[Instruction Level Entry Records](#)

[Master TOPS Update](#) [Class Test Score](#)

Goal 1	Set All	Goal 2
Select Goal		Select Goal
Select Goal		Select Goal
Improve basic literacy skills		Select Goal
Improve English skills		Select Goal
H.S. Diploma/HSE		Select Goal
Get a job		Select Goal
Retain a job		Select Goal
Enter college or training		Select Goal
Work-based project		Select Goal
Family goal		Select Goal
U.S. Citizenship		Select Goal
Military		Select Goal
Personal goal		Select Goal
Other		Select Goal

[PDF Export](#) [Close](#) [Save](#)

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ASAP Export TOPS Report Missing Class Updated Data

A new option on the **Export TOPS Report** screen is a check box that will allow you to generate an excel spreadsheet to see which class and students are **Missing Update data**.

****Please note that if you do not check the box for Students with Att Hours Only, you will get a list which will include the zero hour students as well.**

The screenshot shows the 'ASAP Reporting - Export Tops Report' interface. The interface includes various filters and export options. Four steps are highlighted with red boxes and arrows:

- Step 1 Time Period:** Points to the 'Fiscal Year' dropdown menu, which is currently set to 'School Year 2013 - 2014'.
- Step 2 Check the box:** Points to the 'Students with Att. Hours only' checkbox, which is checked.
- Step 3 Check the box:** Points to the 'ONLY MISSING UPDATED DATA' checkbox under the 'Update Records' section, which is checked.
- Step 4:** Points to the 'Review Update Data' button, with a text box stating: 'Clicking this will now generate an excel spreadsheet for review.'

Other visible elements include the ASAP logo, 'Use this Agency instead:' (1809), 'Use this Site instead:' (1), and various dropdown menus for 'Time Period', 'Course Group', 'Course', 'Location', 'Status', 'Teacher', and 'Class'.

Missing Class Updated Data

- This is an example of the report generated from the **Missing Updated Data** link in excel format showing the course name, course number, student name, ID number, and enrollment status to clearly identify who needs an update record.

A	B	C	D	E	F	G
Event ID	Course Name	Event Cd	Last Name	First Name	Customer ID	Enrollment Status Cd
1480248	Math (Workplace Math)	22250		Ariana		ENROLLED
1480248	Math (Workplace Math)	22250		Nina		ENROLLED
1480248	Math (Workplace Math)	22250		Jeanette		ENROLLED
1480248	Math (Workplace Math)	22250		Mark Ryan		ENROLLED
1504774	Independent Study	20750		Marilyn		ENROLLED
1513851	Independent Study	20780		Fatima		ENROLLED
1513851	Independent Study	20780		Sofia		ENROLLED

CAEP DIR

No CAEP Program Enrollment

The CAEP DIR has a few more items than the NRS DIR specifically related to students not enrolled in one of the 7 CAEP programs (items 23b-27b). These items are also shown in the Summary Information area of the DIR.

There are valid reasons why some of your students might show in this “dropped” CAEP field – i.e., students that you have assigned to “Other” Instructional Program would be one reason.



08/06/2019
14:23:35

CAEP Data Integrity

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2018-2019

Summary Information	
Students in the Services Section	744
Students not enrolled in the 7 CAEP programs	431
Marked Literacy Gains Outcome but did not have CAEP program	16
Marked HSD/HSE Outcome but did not have CAEP Program	2
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program	0
Marked Employment Outcome but did not have CAEP Program	13
Marked Wages Outcome but did not have CAEP Program	5
Marked Transition Outcome but did not have CAEP Program	2
Students enrolled in the 7 CAEP programs	313
Students Concurrently Enrolled in High School/K12	0
Students eligible for Data Integrity	313



08/06/2019
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CAEP Data Integrity

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2018-2019

Item Description	Item Count	Item Percent
22c Learners without a pre-/post-test pair but more than 70 hours of instruction	50	15.97 %
23a Achieved CAEP Outcome for HSD/HSE	1	0.32 %
23b Marked HSD/HSE outcome but did not qualify for CAEP	2	0.64 %
24a Achieved CAEP Outcome for Post-Secondary	11	3.51 %
24b Marked Post-Secondary Outcome for CAEP but did not qualify for CAEP	0	0.00 %
25a Achieved CAEP Outcomes for Employment	23	7.35 %
25b Marked Employment Outcome but did not qualify for CAEP	11	3.51 %
26a Achieved CAEP Outcome for Increase Wages	5	1.60 %
26b Marked Wages Outcome but did not qualify for CAEP	2	0.64 %
27a Achieved CAEP Outcome for Transition to Post-Secondary	1	0.32 %
27b Marked Transition Outcome but did not qualify for CAEP	0	0.00 %

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AEBGDI

EXPLORE + CONNECT

ASAP USER CONFERENCE

Assign Courses to a WIOA Group in ASAP

However, in the previous example with 431 students not enrolled in a CAEP program, this high number could also be indicating that one or more courses are not assigned in ASAP to a WIOA Instructional Program. All courses need to be assigned to a WIOA program in ASAP so they will import to the correct TOPS Instructional Program in TE.

The **Courses by Course Group** report will allow you to see your courses and what course groups they are assigned to. Export the report to excel to be able to manipulate the spreadsheet to filter for the WIOA course groups only to see if courses are assigned correctly.

Coursename	Course Cd	Course ID	WIOA Adults supporting K12 student success	WIOA Adults w/ Disabilities	WIOA Basic Skills (ABE)	WIOA Career / Tech Ed	WIOA Citizenship	WIOA ESL/ELL	WIOA Health & Safety	WIOA High School Diploma	WIO Ec
1 Introduction to Automotive Repair	6100	76022				1					
2 Automotive Engines	6200	76023				1					
3 Advanced Auto Computer Systems	6300	76028				1					
Accounting	6700	5358				1					
Advanced Design	7300	12764				1					
Algebra	1020	209830								1	
Basic English (0-4th Gr Level)	101	159927									
Beginning Design	7100	26657	1								
Ben Lomond - Before and After School	2015	80414	1								
Ben Lomond -After School Only	2015	80495	1								
Civics	217	81519								1	
Darkroom Photography	9800	36085	1								
Economics	218	81520								1	
English 1A	2001	153930								1	
ESL Advanced	3400	28900						1			
ESL Beginning	3100	26655						1			
ESL Intermediate	3300	91636									
ESL Intermediate High	3310	105460									
Frontier Village	FRONT	40786	1			1					
Google Suite in Spanish	4001199	207341				1		1			

Thank you for attending.

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