

## 2017-18 AEBG Data Collection, Reporting, and Due Dates for Data Deliverables

### Due Dates for AEBG Data Submission

1. Submit quarterly and end-of-year data in TOPSpro® Enterprise. Complete all data entry and review to identify any potential problems on or before the submission due date. All data submissions must be received on or before the due date.
2. Agencies using Third-Party Attendance Software must export data from their system and import into TOPSpro® Enterprise. Please see the instructions regarding exchanging data with TOPSpro® Enterprise posted on the Comprehensive Adult Student Assessment Systems (CASAS) website at [3rd Party Import/Export Wizard](#).
3. Agencies are required to submit a PDF copy of the AEBG Data Integrity Report.

Data Submission	Due Date	Submit Electronically
First Quarter Data	October 31, 2017	Via TOPSpro® Enterprise
First Quarter AEBG Data Integrity Report	October 31, 2017	E-mail to <a href="mailto:aebg@casas.org">aebg@casas.org</a> (or fax to 858-292-2910)
Second Quarter Data	January 31, 2018	Via TOPSpro® Enterprise
Second Quarter AEBG Data Integrity Report	January 31, 2018	E-mail to <a href="mailto:aebg@casas.org">aebg@casas.org</a> (or fax to 858-292-2910)
Third Quarter Data	April 30, 2018	Via TOPSpro® Enterprise
Third Quarter AEBG Data Integrity Report	April 30, 2018	E-mail to <a href="mailto:aebg@casas.org">aebg@casas.org</a> (or fax to 858-292-2910)
End-of-Year Data	August 1, 2018	Via TOPSpro® Enterprise
Fourth Quarter Data Integrity Report	August 1, 2018	E-mail to <a href="mailto:aebg@casas.org">aebg@casas.org</a> (or fax to 858-292-2910)

### Critical TE Reports

The TOPSpro® Enterprise reports listed below are designed to guide you in the process of submitting complete and accurate data.

1. [AEBG Data Integrity Report](#)  
On the Reports menu, go to **State Reports – California – AEBG Data Integrity**. This report provides comprehensive information on key items associated with

data collection requirements, data completeness, and program performance indicators.

2. [AEBG Summary Report](#)

On the Reports menu, go to **State Reports – California – AEBG Tables (2017)**. The AEBG Summary Report provides enrollment and outcome data for all AEBG program areas.

## INSTRUCTIONS

### Submit Your TOPSpro® Enterprise Data Online or by Mail

1. Agencies using online version of TOPSpro® Enterprise

For agencies using TOPSpro® Enterprise Online, once you submit your agency's **AEBG Data Integrity Report** CASAS will consider your data to be complete and submitted.

2. Agencies using locally installed desktop version of TOPSpro® Enterprise

- **Electronic Mail Data Submission:** For agencies with internet access, go to the **Tools** menu, select **Backup Wizard**, and follow the steps of the wizard. On the final screen, make certain that the checkboxes titled **Backup Locally** and **Submit Data to CASAS** are checked.
- **Ground Mail Data Submission:** For agencies with no internet access, go to the **Tools** menu, select **Backup Wizard**, and follow the steps of the wizard. When you see the message "backup operation completed successfully," click **OK** and Close TOPSpro® Enterprise.

CASAS

2017–18 End-of-Year Data Submission  
5151 Murphy Canyon Road, Suite 220  
San Diego, CA 92123

- You must then copy the files saved on your desktop onto a CD-ROM or a USB Flash Drive and send it as stated below; otherwise, your data will not be sent to CASAS.
- Send disk(s) to CASAS. Please use padded or protected envelopes when sending electronic data by mail. Your agency's Primary Contact will receive an e-mail confirmation once CASAS receives and processes your submission.

If you have any questions regarding these requirements or the end-of-year data submission process, please e-mail [aebg@casas.org](mailto:aebg@casas.org). If you need help using TOPSpro® Enterprise, please contact CASAS Technical Support, by phone at 800-255-1036 or by e-mail at [techsupport@casas.org](mailto:techsupport@casas.org).