

- b. TOPSpro program will level the gains for “site jumpers.”
- 4. Student Identification numbers
 - a. The identification number must be an exact match on the Entry, Test, and Update.
 - b. College issued ID and SSN entered into local college MIS must be an exact match to the ID on the TOPSpro forms.
 - c. If SSN is available in TOPSpro SSN field, be certain the SSN in TOPSpro is an exact match to the SSN entered into NRSpro and/or local college MIS program.
- 5. Post Testing
 - a. Post testing is critical to illustrating Iowa’s performance to OVAE.
 - b. Student with a minimum of 40 instructional hours may be post assessed.
 - c. Develop processes to monitor instructional hours and post assess at 40 hours.
 - d. When a student slips through the process and post tests before 40 hours of instruction, note the actual hours of instruction, and note the circumstances in the TOPSpro notes section of that test record in the data base.
 - e. “Asterisk score” – scan into TOPSpro and retest when student demonstrates skills to be retested. Note actual hours of instruction from 1st to 2nd CASAS test. Scan all CASAS tests into TOPSpro.
 - f. “Diamond Score” – scan into TOPSpro. See Iowa’s Adult Literacy Program Assessment Policy Guidelines under “Policies, Rules, & Laws” tab at http://educateiowa.gov/index.php?option=com_content&view=article&id=2040&Itemid=4257 to determine whether to retest.
 - g. TOPSpro Helpful Report – “Federal Tables Monitor Report” Go to:
 - i. Reports
 - ii. Federal Reports
 - iii. Federal Tables (All Reports)
 - iv. Student Tab – Select Sites and Classes for which you want to run reports.
 - v. Options Tab – Lower left corner, select sort order of students.
 - 1. ID & Name (Numeric Order)
 - 2. ID Only (Numeric Order)
 - 3. Name Only (Alphabetical Order)
 - 4. Name and ID (Alphabetical Order)
 - vi. Report Series Tab
 - 1. Deselect All.
 - 2. Check mark “Monitor Report.”
 - vii. Print Preview or print the pages needed.
 - viii. This report lists the test by which the student was leveled in TOPSpro.

- ix. The instructor **needs to give the alternate form of the post test** in the same modality if the student has reached 40 hours of instruction.

6. EL Civics – Field 13

- a. All courses funded through the EL Civics grant.
- b. Must have an integrated curriculum of English language learning and civics education.
- c. Eligible enrollees include only students in grades 0-8 (test scores of 235 and below on the lowest CASAS assessment).

7. “Personnel Lister” – TOPSpro Federal Required Table 7

- a. Note: TOPSpro “Teacher Lister” and “Personnel Lister” are separate and unconnected data bases. “Teacher Lister” does NOT create “Personnel Lister.”
- b. “Personnel Lister” must be created each fiscal year.
- c. All personnel paid in part or in full by AEFLA funding, must be entered into the TOPSpro personnel lister in order to be reported on the federally required Table 7.

	Table 7		
	(July 1, 2011 – June 30, 2012)		
	Adult Education Personnel by Function and Job Status		
Function (A)	Total Number of Part-time Personnel (B)	*Total Number of Full-time Personnel (C)	Unpaid Volunteers (D)
Local-Level Administrative/Supervisory/Ancillary Services			
Local Teacher			
Local Counselor			
Local Paraprofessional			

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Full-time are personnel funded from AEFLA federal and/or AEFLA local match.

Part-time personnel are funded from AEFLA federal and/or local match and another non-AEFLA source, regardless of work hours.

Federal rules state that unless adult literacy personnel are funded entirely from AEFLA federal funding and/or AEFLA local match (regardless of work hours), they must be counted as part-time.

In Column B, count only once each part-time employee of the program administered under AEFLA.

In Column C, count only once each full-time employee of the program administered under AEFLA.

In Column D, report the number of volunteers (personnel who are not paid) who served in the program administered under the Adult Education State Plan.

8. Proxy – Separate instructions will be posted to the DE web site and emailed to the field. Tests eligible for proxy into fiscal year 2013, must be administered May 12, 2012 or after.
9. Update Forms
 - a. All students should have an update at year end.
 - b. Exit date should reflect the last documented date of attendance (do not override with a date of June 30).
 - c. Field 9 – Code all that apply at year end (June 30).
 - d. Field 13 – Code only if student “Left Program” in Field 7. Code all that apply.

Process for TOPSpro Data Submission – June 30, 2012

1. The DE will send a reminder of due dates and submission processes on June 29, 2012.
2. All TOPSpro data must be entered into the local program data base.
3. Fix errors BEFORE first data submission to DE. To find students with missing fields, use the instructions below.
 - a. In TOPSpro go to:
 - i. Reports
 - ii. Federal Reports
 - iii. “Federal Tables Exceptions” Report
 - iv. Remove parameters “02, 03, 06, 08, and 09”
 - v. Print preview or print report and fix students without gender or date of birth.
4. Each college will schedule an initial submission upload to the DE between July 1 and July 13 for data review.
5. Data will be reviewed for errors and reconciliation needed by college.
6. College will complete needed data fixes.
7. Final data submission upload to the DE will be scheduled between July 16 and July 27.
8. PLEASE ALLOW PLENTY OF TIME TO RECONCILE DATA BEFORE EACH SUBMISSION.