

CAEP TOPSPro Data Submission Tasks

The sequence of CAEP Data Submission tasks leading up to the submission due date is as follows:

1. CAEP Funded agencies with TOPSpro Enterprise submit their data submission deliverables via the TOPSpro Enterprise Quarterly Data Submission Wizard.
2. CASAS sends reminders to agencies out prior to the due date and posts a reminder on the TOPSpro Enterprise Start Page.
3. CASAS reviews the submission in TOPSpro Enterprise.
4. CASAS enters the date of any submissions in the “CAEP REPORT ALL DELIEVERABLES” spreadsheet.
5. CASAS sends a *Data Submission Confirmation* via data@casas.org email address within a week of the submission
6. CASAS provides CAEP and TAP with an updated “CAEP REPORT ALL DELIEVERABLES” every Friday, submission due date, and day after the submission due date by end-of-day.

The sequence of CAEP Data Submission tasks after the submission due date is as follows:

7. On the second day after the submission due date, CASAS will send a late reminder email to all agencies who are missing any deliverables.
8. CASAS will send another late submission reminder email one week after the data submission due date.
9. If not submitted by the 2nd week after the due date, CASAS will offer technical assistance.
10. If the agency fails to follow up one month after due date and technical assistance has not resulted in any progress – the agency is referred to the State CAEP Office for a determination on effectiveness.

CAEP Data Integrity Summary Report Tasks

1. One week after the data submission due date, CASAS will export the CAEP Data Integrity Reports for all CAEP funded agencies in TOPSpro Enterprise.
2. CASAS will summarize the CAEP DIRs for all CAEP agencies into a report titled “CAEP Data Integrity Summary Report”
3. In the report CASAS will focus on the following DIR item fields,
 - a. Missing Birthdate or Outside 16-110
 - b. Less than 12 Hours of Instruction
 - c. Zero or Empty Hours of Instruction
 - d. No Highest Year of School
 - e. No Gender
 - f. No Race/Ethnicity
 - g. Total Missing Labor Force Status
 - h. Other Quarter Relevant Data Integrity Items
4. The report will highlight the agencies that fall below the average in the DIR items identified above.
5. CASAS will provide CAEP and TAP the “CAEP Data Integrity Summary Report” by the second week after the data submission due date.