

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 002.00
July 19, 2018

SUBJECT: TOPSPRO ENTRY AND UPDATE STAFF CERTIFICATION FORMS

- I. Background
- II. Implementation
- III. Reference (Ed Code)

I. BACKGROUND

This guideline was formerly Guideline 101. Workforce Innovation and Opportunity Act (WIOA), a performance-based grant, and Adult Education Program (AEP) are the primary funding sources for the Division of Adult and Career Education. Therefore, it is critical that data collection protocols that demonstrate WIOA and AEP outcomes be followed with fidelity. In order to ensure that established procedures are being followed at school sites, all staff guiding students in the completion of the TOPSpro Entry and TOPSpro Update forms are required to sign a TOPSpro Entry/Update Certification ensuring that processes outlined in this guideline will be followed. In addition, DACE principals will certify that DACE staff members have received in-services provided by the Program Performance Teacher Advisors on how to assist students in completing the TOPSpro Entry and Update forms.

II. IMPLEMENTATION

A. TOPSpro Entry and Update Staff Certification (Attachment A)

Program Performance Teacher Advisors shall be responsible for preparing, distributing, collecting and archiving TOPSpro Entry and Update Staff Certifications for all staff who guide students in the completion of the TOPSpro Entry and Update forms. Certification forms must be signed annually.

B. TOPSpro Entry and Update Principal's Certification (Attachment B)

Program Performance Teacher Advisors are responsible for demonstrating to the principal on a quarterly basis that staff members have received initial in-services, guidance and follow-up support regarding how to complete the TOPSpro Entry and Update forms, and that the student forms were completed according to established data collection protocols. The principal shall complete the TOPSpro Entry and Update Principal's Certification and return it to the Program Performance Teacher Advisor to submit with quarterly data reports which include:

- TOPSpro Enterprise Payment Point Summary Report
- TOPSpro Enterprise AEP (AEBG) Summary Report
- Data Integrity Report

III. RECORD MAINTENANCE

Program Performance Teacher Advisors will ensure that the TOPSpro Entry and Update Staff Certification and TOPSpro Entry and Update Principal's Certification forms are filed and archived for a period of five years.

For assistance, contact Laura Chardiet at (213) 241-3150 or by email at laura.chardiet@lausd.net.

APPROVED: Joseph Stark, Executive Director



DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education



TOPSpro Staff Certification

Staff members are required to complete a TOPSpro certification form prior to guiding students through the completion of the TOPSpro Entry and Update Forms.

In accordance with state and federal audit guidelines, local agencies must keep TOPSpro forms in secure storage for five years.

Name of School: _____

Name of Principal: _____

It is considered fraudulent for any person or agency to influence the completion of student forms by students for the purpose of artificially increasing WIOA/AEP outcomes.

Name of Staff Member: _____

I will administer the TOPSpro Entry and Update Forms in accordance with Guideline 101 and certify that:

1. All TOPSpro forms will be completed under my supervision.
2. I will provide students clarification on how to accurately complete each portion of the form.
3. I will not direct students to complete forms to artificially inflate outcomes.
4. I will collect completed forms from all students, and return forms to the Program Performance Teacher Advisor in a timely manner.

Signature of Staff Member

Date

ATTACHMENT B



TOPSpro Principal's Certification

Each school principal is required to complete a certification form for each quarterly WIOA/AEP data submission.

Name of School: _____

Name of Principal: _____

Instructions to Program Performance Teacher Advisor: Complete this section and provide evidence of teacher in-services for completing TOPSpro forms.

Name of Program Performance Teacher Advisor: _____

Dates of TOPSpro form In-service(s): _____

Quarter: (check the appropriate quarter) 1st _____ 2nd _____ 3rd _____ 4th _____

Instructions to Principal: Sign and return this quarterly certification to your school's Program Performance Teacher Advisor who will forward it to Central Office with the quarterly submission.

The completion of TOPSpro Entry and Update forms were conducted according to state and federal guidelines and I certify that:

1. Students were given clarification on how to complete each portion of the form and on the meaning of terms.
2. I have not permitted the data collection process to be compromised; staff has been given in-services regarding state and federal guidelines for completing TOPSpro forms.
3. Students were given time to complete the forms under the supervision of a staff member.

Signature of Principal

Signature of Program Performance Teacher Advisor

Date

Date