HIGHER EDUCATION COORDINATING COMMISSION

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Saving Exit Populations in TOPSpro Enterprise

It is critical for local programs to save the population of students who have exited the program as this information is essential for federal reporting, specifically NRS Table 5 "Primary Indicators of Performance" as well as NRS Tables 5A, 8, 9, 10, and 11. When saving the exited population, local programs create the permanent cohorts the state will use to determine, via data match:

- Employment second and fourth quarter after exit,
- Median earnings second quarter after exit,
- Attainment of a secondary school diploma/recognized equivalent, and
- Attainment of a postsecondary credential.

The cohorts break down as follows:

Cohort	Cohort Date	Save Cohort After
1	July 1 – September 30	December 30
2	October 1 – December 31	March 31
3	January 1 – March 31	June 30
4	April 1 – June 30	September 30

The following steps are adapted from CASAS TOPSpro "Employment and Earnings Follow Up Survey" document.

Preparing to Save the Exit Population:

Before saving the population of exited students, it is imperative that programs have finished entering and editing data for the quarter, including:

- All instructional hours for all students,
- All data entered through the following quarter, as well, since this affects POP, and
- All SSNs entered for all students who have provided one and given consent.

Once the exit population is saved, it permanently establishes the base population for numerous NRS Tables and determines the cohorts that will not only be followed up on for employment and earnings, but also for secondary and postsecondary achievement.

Please note that any student with an enrollment status of Retained will not be considered exited. The Retained status should only be used in the specific situation wherein a student is leaving but has in some way indicated that they will return in a specified amount of time.

The NRS Core Performance Wizard can only be run by the TOPSpro Data Manager. The Data Manager, however, can assign others to have this ability. Refer to the Tips section below or contact CASAS Tech Support for assistance.

Generating and Saving the NRS Core Performance Student Population:

1. Open TE Client and login as the Data Manager (the Data Manager is the only user with authorization to save the exit population).
2. From the Main Menu, navigate to Tools and select NRS Core Performance Wizard.
3. From the Program Year dropdown menu, select the current program year and click Next.
4. Select the appropriate quarter (e.g. first, second, etc.) and click next.
5. Wait until the report is generated and a list of students is displayed. Click the Next button to continue with the wizard.
6. Click the Finish button in the last screen to save the list of students that need to be followed up. Two confirmation popup windows will inform that once the list is generated by clicking Finish, the wizard cannot be run the wizard for this quarter.
7. The list is generated and saved. Click Exit to close the wizard. Note: No need to export the file as this is only needed in special situations related to data match.
8. It's possible to have no students who exit in the first quarter. If this is the case, the wizard will indicate there are no matching criteria.

Tips:

1. After the population has been saved, it can be viewed in the Records NRS Core Performance Students lister. Click the Filter dropdown for various default filters.
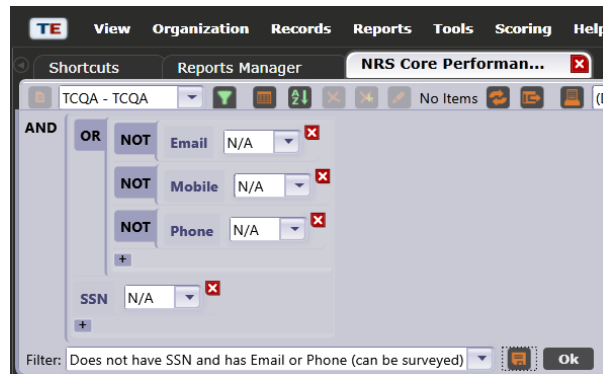
2. The Data Manager can assign rights for saving exited populations to another user:
   a. Navigate to Organization - Users or Organization - Access Groups (it is recommended to manage rights via access groups instead of individual users).
   b. Locate the desired User or Access Group and click to edit it.
   c. Edit the Menu Rights section.
   d. Under Organization, check Survey Administrations.

e. Under Records, check Surveys and NRS Core Performance Students.
f. Under Tools, check NRS Core Performance Wizard.
g. Edit the Data Access Rights section.
h. Under Supplemental Data Access Rights, click Add Access Right and choose Enable Survey Administration; if the right is already selected, but unchecked in the list, then check it.
i. Under Record Type Rights, check List Records and View Record rights for the following record types: Survey Administrations, Surveys and NRS Core Performance Students.
j. Save the record.