Steps to End the Fiscal Year

1. Enter all class attendance
2. Enter all volunteer/match attendance
3. Update student goal attainments
   - Enter "Date Met" for goals met for current students.
   - Enter "Contact Information" and "Date Met" in the follow-up section for the five follow-up goals. The follow-up goal status is set to "Due" to give you the list of all students (current or exited) who need to be contacted to see if they have met any of their goals.

   Note: Some follow-up goals still require the survey method while others will be updated by data matching when a social security number is provided. We update all dates met for GED goals regardless if a SSN was given since we are able to match on SSN, last name, first name, gender, race, and date of birth. Programs will not be required to contact students and enter dates met for "Obtain GED".

4. Enter final assessments for FY
   - Enter date, test name, test form and scale score for final assessment
   - Use the assessment reports under "sites" to make sure that the primary area is set for this fiscal year. Assessment report #2 lists students who have an assessment entered in the primary area, but the primary area still needs to be set for this fiscal year. Assessment report #3 lists students who have assessments entered in only the "other" area. Once all assessment data is entered and updated, no names should appear in report #2 or #3.
   - Review the percent of students who were pre and post tested to see if you met the performance standard. If not, review your program policy for assessing students to ensure that 66%-76%% get pre and post tested next year.
5. Exit students from site who have left. Enter the date closest to when the student stopped attending the program which is not necessarily June 30th.
6. Exit staff and volunteers from site who have left
7. Enter Professional Development activities for staff who attended trainings/activities offered by other providers (not provided by SABES). Please enter attendance at conferences such as Network as a total number of hours for the day rather than entering hours for each individual sessions. Do NOT enter activities or conferences that are sponsored by ACLS. General meetings such as staff meetings or the Annual Directors Meeting are not considered professional development so are not entered into the system

8. Site Rollover (Located in Site section) The site rollover link is available so that programs can review the site rollover report to make sure that all the FY10 information is updated. This report will help programs update student goal, assessment, and attendance data and determine whether goal, assessment, and attendance data still needs to be updated. Remember that the report always lists only current students at the site. When you exit a student from the site, you verify that all the information has been updated. The sections of the site rollover report are listed below and data should be reviewed in this sequence:

   - **Unenrolled Classes**: lists classes with no enrollments this fiscal year

- **Unenrolled Students**: lists students who have never been enrolled in any classes or matches this fiscal year
- **Inactive Student Attendance**: lists students who have been enrolled in classes or matches and no attendance has been entered
- **Inactive Student Assessments**: lists names in each area where data has not been updated/reviewed since May 1st
- **Inactive Student Goals**: lists names in each goal area where data has not been updated/reviewed since May 1st
- **Inactive Follow-up Goals**: lists names for each follow-up goal where data has not been updated/reviewed since May 1st
- **Active Staff**: lists staff names who were active and had salary records
- **Professional Development Activities**: lists staff names who attended trainings/activities offered by other providers (not provided by SABES)
- **Transition Students:** College Courses –new this year for transition sites (see information in new feature section below)

The report has functionality to track the student goal and assessment data that has been reviewed. When you review the list of student assessments and goals and check off the box next to the student name, you can save that list. Click on the button at the top of the report labeled "**Save Current Work**". The report will then show the list of names that still need to be reviewed.

The next time you access the report, you will get the "**Working**" version which is the list of remaining students to review. You should keep reviewing all the student's assessment and goal information until no names appear on this list. If you want to go back to see the original list at anytime, you can click on the "**Original**" button at the top of the report. You still have the option to click on the "**Working**" button to list the students that still need to be reviewed to verify that the information is updated and accurate. This functionality helps programs go through the list of names without having to record the information on paper.

When you are ready to submit the site rollover request at the end of the fiscal year, no names should appear in the assessment or goals section. **Site rollover requests should be submitted by August 13th.** If names appear, you will need to check off each box remaining indicating your review of the data before you can submit the request for site rollover. The request indicates that all the information contained within this report is true and accurate and does not need to be updated or corrected. This checkbox is equivalent to the Program Coordinator's Signature