Pennsylvania Adult Education Resources

2018-19 eData Access Database Template

Template 2018-19 Ver. 1 - Nov 11, 2018

eData Access Database Template Guide

A Guide to the Setup and Basic Functions of the
eData Access Database Template
2018–2019

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Introduction

Using Exported Data from eData in the Microsoft Access Template:
This guide shows users how to set up the Microsoft Access database template (Access template) specifically for use with exports from the eData v2 (eData) system.

Also included in this document are several procedures that allow for analyzing exported data from the eData system. The various procedures that follow are not intended to be an in-depth Access training, but are presented to provide information about useful tools in the Access template. Agencies who plan to further customize the Access template should obtain training in the detailed use of Microsoft Access.

Step One – C:\data Folder

Create a folder on your computer's hard drive (commonly labeled as the C: drive).

NOTE: You may already have a data folder created on your hard drive if you used the Access template during a previous program year (PY). If so, you may skip this step. However, some users simply rename last year's data folder (using a name such as "data2017-18"), and then create a new data folder following the steps below.
Creating this folder with the previous program year's information can be useful in comparing yearly program data.

To create the folder for data exports, follow these steps:
1. On the desktop, in the Start menu or in the taskbar, click:
   - **Computer** in Windows Vista/Windows 7
   - **File Explorer** in Windows 10
2. In the **Computer** or **File Explorer** window, locate and double-click the **(C:) drive**. Windows 10, click on This PC / Local Disk (C:).
3. Once in the **(C:) drive** window, click **New Folder** in the ribbon/toolbar "Home" near the top of the window.
4. By default, the new folder will be assigned the name "New Folder" and will be highlighted. Type the word **data** and press the Enter key on your keyboard to rename the folder. You should now have a folder named data. If still have a New Folder, then right-click on it and select **Rename**.

Step Two – Download

Download a copy of the Microsoft Access database template.

To download a copy of the template, follow these steps:

1. Open your internet browser (e.g., Internet Explorer, Chrome, Firefox, or Edge) and navigate to the following website at: www.paadultedresources.org/edata
2. Click the section marked eData Access Database Template.
3. Click the link named **eData Access Database Template 2018-19**.
4. When prompted, click **Open.**
5. In Windows Vista, 7, or 10, click the **Extract All Files** icon in the toolbar at the top of the window**.**
6. In the text box that appears, type **C:\data** and click **Extract**.

Step Three – Export

Export data from the eData website.

NOTE: Data entered into the eData system is available for exporting immediately. Keep in mind, however, that any adult records locked due to a PASecureID near match will not have a PASecureID available in the export.

To export data from the eData website, follow these steps:

1. Open an internet browser (Chrome or Firefox recommended; Internet Explorer is not recommended for use with the eData website.) and navigate to the PDE website at http://www.education.state.pa.us.
2. Navigate to the MyPDESuite link at the bottom of the page, click on the link, and then log in.
3. Click on the **eData** link under the "My PDE Applications" heading near the top of the screen.
4. Once in eData, click **Export Data** from the **Maintenance** dropdown menu in the top navigation bar.
5. Click your **agency name** and verify that the current year is selected in the Program Year drop-down. If your agency holds direct contracts and has one or more subcontracting agencies listed on the export screen, select –**ALL**– when exporting. Click **Generate Export.**
6. When prompted, click **Open.**
7. On the Window that appears, click **Extract All Files** in the toolbar at the top of the window.
8. In the text box, type **C:\data** and click **Extract**.
9. If prompted to replace all files, click **Yes**.

Step Four – Settings

To prevent errors while updating the template with exported data from eData, users must change some default settings in Microsoft Access. The directions listed in this step are different depending on the version of Microsoft Access installed on your computer. To change the settings, follow these steps:

NOTE: In some cases, users may receive an error message and may not be able to open the template file. If this occurs, right-click the template file and choose **Properties**. On the **General** tab, click the **Unblock** button at the bottom of the Properties dialog box and then click **OK**.

Access 2007
Turn Off Action Query Prompts and Adjust Macro Security:

1. Open Microsoft Access.
2. Click the **Office Button** at the top left.
3. Click **Access Options** at the bottom of the menu.
4. Click **Advanced** in the menu on the left.
5. **Uncheck** the **Action Queries checkbox** in the Confirm section on the right of the window.
6. Click **Trust Center** in the menu on the left.
7. Click the **Trust Center Settings** button.
8. Click **Macro Settings** in the menu on the left.
9. Select **Enable all macros.**

Access 2010 / 2013 / 2016
Turn Off Action Query Prompts and Adjust Macro Security:

1. Open Microsoft Access.
2. Click the **File** tab at the top left.
3. Click **Options** at the bottom of the left navigation menu in the Help section.
4. Click **Client Settings** in the menu on the left.
5. **Uncheck** the **Action Queries checkbox** in the Confirm section.
6. Click **Trust Center** in the menu on the left**.**
7. Click the **Trust Center Settings** button.
8. Click **Macro Settings** in the menu on the left.
9. Select **Enable all macros**, click **OK** twice, and close Microsoft Access.

Step Five – Update Template

The next step is to update the database template.

To update the template, follow these steps:
1. On the desktop, in the Start menu, or in the taskbar click:
   - **Computer** in Windows Vista/Windows 7
   - **File Explorer** in Windows 10
2. On the **My Computer** (**Computer**) window, double-click the (C:) drive.
3. Double-click the **data** folder.
4. Double-click the **eData_Agency_template_18-19VO1.mdb** file to open the database (if not already open).
5. Once the template is running, click the "**Update Existing and Add New Records**" button near the upper left side. This process takes a few minutes to read the eData files that were exported to the C:\data folder.

Next Steps

After completing the five steps above, users should have successfully updated the database template. Be aware that if new data has been added in the eData system and the export has not been run, then it is not included in the Access template. Users must repeat steps 3 and 5 to update the Access database with any new information saved in eData.

Helpful Hint

In Step 2 listed above, users are directed to extract the template file to the C:\data folder. It is not necessary to save the *database template* file in the C:\data folder. Users may save the database template file in any location, including folders on a shared server. The export process in Step 3 is not as flexible. Exports normally must be extracted to the **C:\data** folder. However, if there is a requirement that prevents you from having all the data on the local PC, then contact eData Tech Support.

If multiple users at one agency are interested in using the Access database template, it is possible for one user to download and update the template then save it in a shared location. This will allow multiple users at one agency to access the same template file and will eliminate the need for every person to individually export and update data from the eData system.

NOTE: If this scenario is used by an agency, please note that ALL users must complete step 4 above to update their settings.

Useful Features in Access

Using the buttons in the **View Selected Information** section of the Access template will allow users to view the data obtained from eData. Some useful functions include:

Find

Access 2007/2010/2013 – Using the Access Ribbon, you can perform a Find operation in a selected column by clicking the binoculars or magnifying glass button.

Filter

Access 2007/2010/2013 – Using the Access Ribbon, you can perform filters on selected information by clicking on the Filter by Selection button. Remove the filter by clicking on the Remove Filter button.

You may also use the drop-down arrow in the header row to filter by one or more fields. In the screenshot below, the drop-down arrow was clicked for the Entry EFL field. Users have the option to sort ascending or descending here, to use a Text Filter, or to select/deselect certain EFLs to filter. A "Select All" and "Blanks" option is available to see all records or to see only blank records.
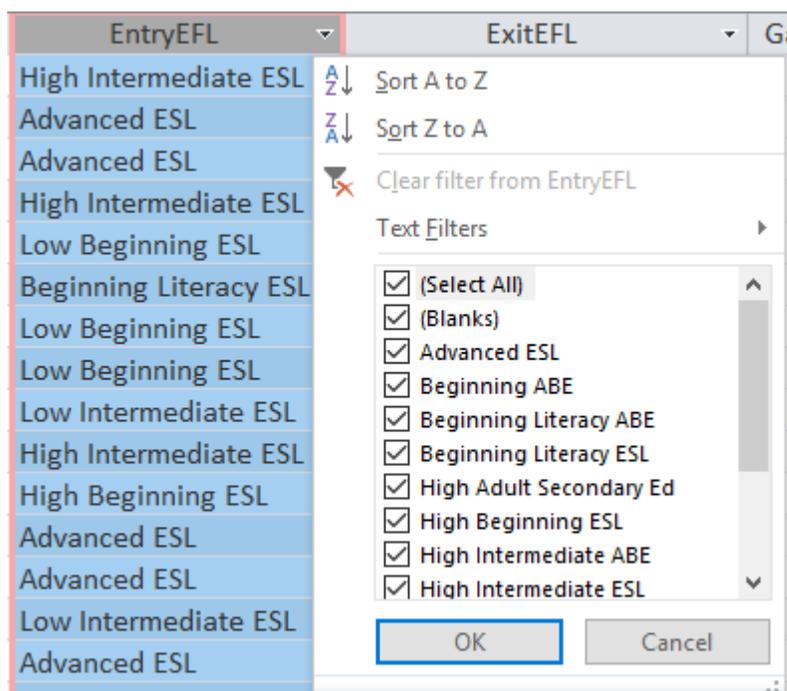
Each field type includes different filter options. For example, it is possible to filter date fields using one specific date, month, year, quarter, date range, and many other parameters. Filters on numeric field types allow users to look for values less than, greater than, equal to, between, etc.

Sort

Access 2007/2010/2013 – Using the Access Ribbon, you can sort by selected columns in ascending and descending order by clicking the Ascending and Descending buttons. After sorting a table/query, when you close the table/query, Access will prompt you to save the changes; say **No** to return the table/query to its original sort order.

Create a New Query

To create a customized display of information, including related information, begin by clicking the **Create New Query** button at the bottom of the **View Selected Information** section on the main form.
Then proceed with the following:

1. Select **Design View** from the **New Query** dialog box, then click **OK**.
2. From the **Show Table** dialog, scroll toward the bottom and select one or more tables or queries from which you would like to create a display of information (see the eData relationship index at the end of the System Manual).
3. Click **Add** to add a table or query.
4. Click **Close** to finish.
5. From the top pane of the Select Query Design window, select the desired fields to add to the query design grid in the bottom pane by either double-clicking or dragging the field to the grid below.
6. The **Run** button on the toolbar will display the query results. Clicking the **Design View** button on the tool bar will return the user to the Query Design window. In Access 2007/2010/2013/2016, the **Run** and **Design View** buttons appear in the Ribbon at the top of the screen.
7. The **Totals** button on the tool bar allows queries to subtotal and summarize data by grouping like items together. The Total row will be added to the design grid by clicking this button. In Access 2007/2010/2013/2016, the **Totals** button appears in the Access Ribbon on the top of the screen.

Closing the main form by clicking the **Close** button allows users to view the Access database window**. To maintain the processes already in place, none of the tables starting with the words "Code," "Link," or "Move" should be altered in any way.** The tables starting with "tbl" can have fields added to them, but none of the existing fields should be changed in any way or the database may cease to function properly.

The existing queries starting with the letters "qryView" should not be altered to suit individual agency's needs. These queries are linked to the buttons on the Main Interface, such as Adult, Adult Goals, etc., and are used in many of the reports that appear in the template. None of these queries or any other queries should be deleted or altered in any way or the system may cease to function properly or reports will not

show accurate results. Users may adjust the queries, but be sure to "Save As…" so that the existing queries remain intact. Additional objects and processes may be created for an agency's use and data needs within the database. Agencies are encouraged to share information and processes that will make all external systems better and openly communicate research and achievements in these areas.

NOTE: When creating custom reports or queries, it is recommended to use a common naming scheme. For example, agencies may choose to start the name of each query or report with the word "LOCAL." This enables users to easily find custom queries and reports. In addition, queries and reports can be imported from prior year's templates into the current year's version of the database template. The import process is very simple if all custom queries and reports follow a similar naming scheme. If you need help, please contact eData Tech Support.

Importing Custom Queries/Reports

Over the course of a program year, the eData Tech Support project occasionally updates the database template to include additional reports, queries, or data checking items. When a new version of the template is released, users must import any custom queries/reports from the previous version of the template into the new version. In some cases, the version number of the template does not change, so make sure that you back up your existing template or rename it so your custom queries/reports are not lost.

To import custom queries/reports from one template to another, follow the steps below:

1. In the **External Data** tab, select **Access** from the Import section of the toolbar.
2. On the window that appears, click the **Browse** button. Browse to find your previous version of the template that holds your custom queries/reports. Highlight it and click **Open**.
3. Click **OK**.
4. Select the queries/reports you want to import by clicking them individually. If you have used the tip above and prefaced all of your custom queries and reports with the phrase "LOCAL", they will all be together in the Import Objects list.
5. After selecting all objects to import, click **OK**. This process can be repeated as needed.

eData Table Relationships

The eData system is a relational database. The database uses primary keys (PK) and foreign keys (FK) to link related tables. For example, the field named AdultPK is the unique identifier for adult records and is included in tblAdult. This field can be used to link tblAdult to other fields in the database, such as tblAdultProgramDetail. The field named AdultFK in tblAdultProgramDetail is linked to tblAdult through the field AdultPK.

Understanding the key fields is instrumental in understanding how to link tables and queries when creating queries or reports. The most common relationships are already made in the database and will automatically appear when adding tables to a query.

In this example, the Adult, Adult Program Detail, and Labor Force Status Code tables are linked to produce a list of adults by Labor Force Status.
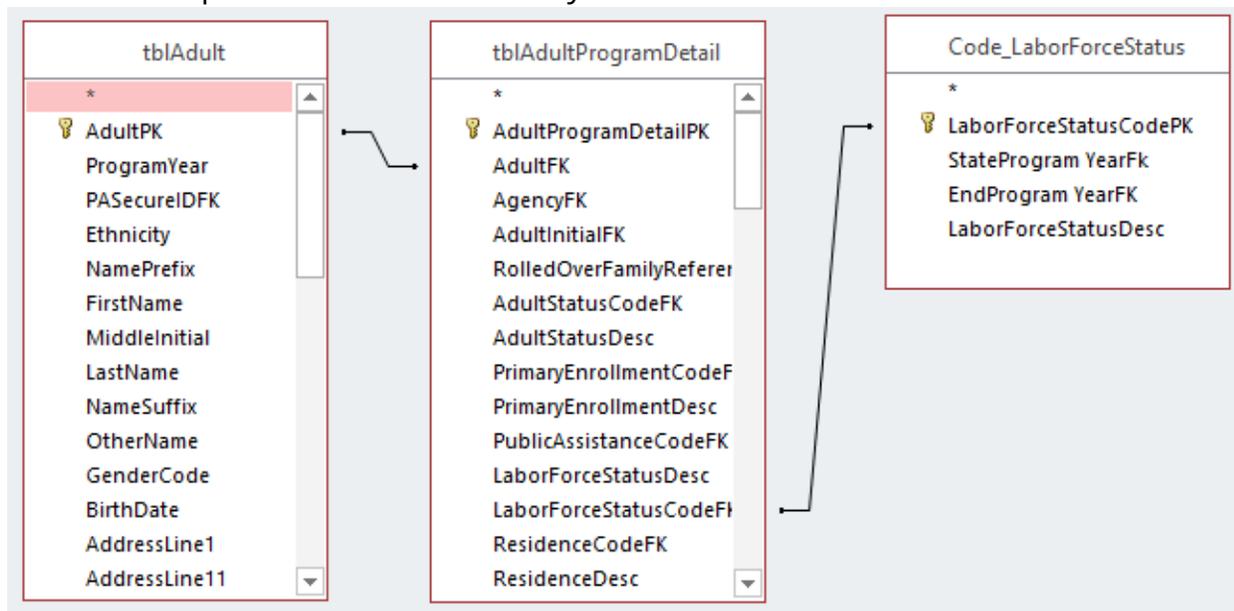

Note the links made between the tables. The fields AdultPK and AdultFK provide the link between the Adult and Adult Program Detail tables. The Adult Program Detail table links to the Code_LaborForceStatus table using the LaborForceStatusCodePK and LaborForceStatusCodeFK fields.

The Access database template includes "Code" tables similar to the Labor Force Status table above. The code tables allow text values to be displayed instead of numeric codes.

The main page of the Access database template includes buttons that display pre-built queries for the various export tables. It is recommended that these queries be used as the base for any agency custom queries to eliminate the need to link tables to the code tables. (These queries all start with "qryView.")

For example, connecting the Adult and Adult Assessments queries eliminates the need to connect multiple code tables, as displayed below.
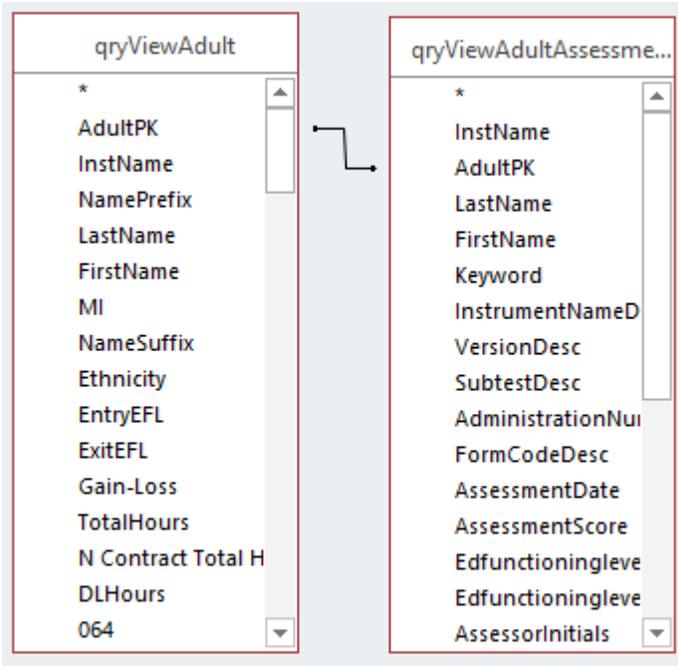
What's Inside

The following is a list of objects in the eData Access Database template, organized by section. Each object includes a description of the results it produces.

Template Main Interface

When the database template is first opened, the main interface (form) appears as shown below. This screen includes numerous buttons that open either additional pages in the template or queries that include your data if the template has been updated with exports from the eData system. The buttons are labeled to represent the data that will appear when clicked.

For example, clicking the **Adult** button will return a spreadsheet with all adults entered by your agency, and subcontractors (if applicable). Selecting any of these buttons will show ALL records for the selected item. The buttons on this page are linked to queries that display data where it is possible to use filters and sorting options to analyze your data further.

This screen also includes buttons on the right labeled **Reports Form**, **Data Checking Form**, and **Data Validation Reports Form**. Clicking on these buttons will take you to another screen (form) where options for data checking and/or reports will be available. Once on these pages, clicking the button for a data check or report will produce an on-screen copy of the report that can be printed, while clicking on the report title will produce an explanation of that report. Below, you will find a list of each of the reporting or data checking items that appear on the pages.

Data Checking

This page includes data checking items for all programs and/or contract types. The agency name appears at the top of the page with the reports listed below. Please keep in mind that it may not be possible to correct all items that appear in the data checking report. For example, if an adult appears in the "Adults Missing Exit Assessments" data check and the adult was never post tested and left your program, this item may never be corrected.

Data Checking Report – Provides a summary count of potential errors in your data. The items that appear on this report all have a corresponding item that appears on the data checking page. The items that appear in this report are in **bold** font on the data-checking page. Users should print this report and then use it in conjunction with the items on the data checking page. For example, in the report, if you see "Adults Missing Hours" appear with five errors, that means that five adults are missing hours. Return to the data checking page and click the button next to "Adults Missing Hours" to identify the five adults by name.

Counts – On the left side of the data checking page, a list of buttons appears in the "Counts" section. Each of these items provides a numeric count. For example, by clicking **Adult**, a count of the total number of adults entered in eData compared to enrolled adults (>=12 hours) will appear.

Adult Assignments/Hours

Adults with 0 Hours in Last 90 Days – Adults who have not had hours recorded in the last 90 days and have not been exited. These adults are in "limbo," and they may have hours to be entered, but they may also have left the program and should be exited. If the adult's phone number is marked as "OK to call," then the adult may be contacted. **NOTE:** Adults with 0 hours in the last 90 days are automatically exited at the end of the program year.

Adults Missing Assignments – Adults in the eData system who have not been assigned to a class, group, or pair.

Adults Missing Hours – Adults in the eData system with 0 attendance hours.

Adults Assignments – Age Ineligible – The youngest age for contract 061 is 16, whereas the youngest age for contracts 064 and 054 is 17.

Adults in 061 and 054 – Adults who are active in both 061 and 054 contracts and their hours.

Assessments

Adults Missing Assessments – A list of all adults who do not have an assessment in the eData system. Please note that some adults may have been given an assessment, but the assessment may not have been added to the eData system. This report shows **all** adults who are missing an assessment, not just the adults who have earned 12 or more instructional hours.

Adults Missing Assessments >=12 Hours – Adults who have 12 or more instructional hours but do not have an assessment entered into the eData system. Adults should not be entered into eData until they have a completed assessment.

Assessed Adults Missing Entry Level – Adults who have assessments entered in the eData system but do not have an entry level identified and are therefore considered "not enrolled."

Adults Without a Post Test and Hours > XX – All adults who have not been given a post test. By default, the report runs based on 40 hours obtained since the pre test, but users can adjust this number based on the test publisher's suggested hours between assessments.

Adults Missing Exit Assessments – Adults missing an exit level assessment in the eData system. This data check looks to see if the eData system has identified an entry level for the adult but has not identified an exit level. In addition, this data check looks at the number of hours earned by the adult and compares that number to the test publisher's guidelines, as defined in Policy D.100 Adult Learner Assessment. If the adult has reached the minimum number of instructional hours defined in the policy and they do not have an exit assessment, they will appear in this data check.

Post Tested Adults Missing Exit Level – Adults who have a post test in the eData system but are missing an exit level.

Adults Assessed with Same Test-Same Date – Adults with more than one assessment dated the same. Normally this is a data entry issue, and one test should be entered as Math or Language.

Adults Post Tested Within 14 Days – Adults with the same assessment within 14 days.

Special Needs Adult w/Assessment – Adults marked as special needs who also have an assessment, as this is a data entry error.

Special Needs Adult Missing Goals – Adults marked as special needs who have less than 3 goals. Special needs adults are required to have 3-5 goals.

Core Outcomes

Adults Missing Core Outcomes – Adults who are missing core outcomes. The adults who appear on this list are the adults where the outcomes screen is blank in the Core Outcomes section. On the Outcomes screen, all outcomes except for the GED outcome are automatically set based on the adult demographics. Most adults will have an outcome listed automatically, but adults with less than a GED/Diploma who are unavailable for work will not have any outcomes listed in eData. For these adults, the GED is the only outcome that can be set.

Contracts

Contracts Without Assignment – Used to verify that all contract numbers and associated contract components in the eData system for the agency are being used. A contract number is not being used if it has not been assigned to a class, group, or pair.

Adult Hours by Month

Hours by Month Adult (ALL) – Total hours by month for all adults served. This includes any hours earned in Bureau-funded and non-Bureau-funded contracts.

Adult Attendance Count – All Assignments – Counts adults who attended either a class, group, or pair.

Total Adult Hours by Month – All Assignments – Sums adult hours in class, group, and pair by month.

Hours by Month Class/Group (ALL) – Total hours by month for all classes and groups.

Class/Group Attendance Count by Month – Total number of adults by month for all classes and groups.

Hours by Month by Agency (Class/Group) – Total hours by month for all classes and groups.

Total Attendance Count by Month (Class/Group) – Counts adults attending classes and groups.

Hours by Month Pair (ALL) – Total hours by month for all pairs served by the agency.

Pair Attendance Count by Month – Total number of adults by month for pairs.

Total Pair Hours by Month – Total hours by month for all pairs.

Group Data Checks

Groups Without Staff Assigned – Groups that do not have a staff member assigned.

Groups Missing Enrollment – Groups that do not have adults assigned to the group.

Groups Missing Attendance – Groups that do not have adult hours entered. Adults may already have been assigned to the group, but no hours are entered for the adults in the groups.

Corrections Adults in Community Groups –Adults who are in corrections and in community groups.

Community Adults in Institution Groups – Adults who are NOT in corrections but in institution groups.

Tutor/Pair Data Checks

Pairs Missing Hours – Pairs that have been entered into the eData system, but have not been assigned any hours.

Corrections Adults in Community Pairs – Adults who are in corrections and in community pairs.

Community Adults in Institution Pairs – Adults who are NOT in corrections, but in institution pairs.

Class Data Checks

Classes Missing Enrollment – Classes that do not have adults assigned to the class.

Classes Without Staff – Classes that do not have a staff person assigned.

Classes Missing Attendance – Classes that do not have adult hours entered for the class.

IET Classes – Lists available IET classes.

Workplace Classes – Lists workplace classes.

Corrections Adults in Community Classes – Adults who are in corrections and in community classes.

Community Adults in Institution Classes – Adults who are NOT in corrections, but in institution classes.

Miscellaneous Data Checks

Adults Age Under 16 or Over 95 – Identifies adults who are less than 16 years old or older than 95 years old. Act 143 grants have a guideline that the person being served must be older than 16 years of age. This item also looks at adults older than 95 years of age because, in the past, some adults were given the wrong date of birth in the eData system. If a student appears in this report, staff should check to be sure the birthdate for the student was entered correctly.

Distance Learning Adults Missing DL Checkbox – Identifies adults who have obtained distance learning instruction through Tuscarora IU 11's Distance Learning Project but were not marked as Distance Learning adults on their Adult Details screen.

PASecureID Near Matches – A list of students who are near matches and their records are locked.

Ex-Offender/Institution Conflict – Adults in institutional programs marked as Ex-Offender.

Highest Grade Completed – Post Sec Conflict – Adults enrolled in post-secondary education and do not have the appropriate highest grade selected.

Family Literacy Data Checking Statistics Form

This data checking screen is specific to Family Literacy contracts that are linked to information in the Data Checking Summary Report. Adults in family literacy with errors will appear in the appropriate reports on the Data Checking page.

Counts – On the left side of this page, a list of buttons appears in the "Counts" section. Each of these items provides a numeric count. For example, by clicking Family, a count of the number of families entered in eData will appear. In addition, the specific age Child buttons will also list the names of the children with the total count at the bottom.

Family Adult Data Checks

Family Adults Missing ILA Hours – Lists adults in families who are missing ILA hours.

Adults Missing Parenting Hours – Lists adults in families who are missing parenting hours.

Family Data Checks

Families Missing Adults – Families that do not have any associated adults. The adult may already be entered in eData, just not associated with the Family file.

Families Missing Children – Families that do not have associated children. This include families with children added, but who are marked as Not Participating.

Families Missing ACIRI – Families that do not have ACIRI assessments entered in eData. Only families where the ACIRI is applicable will show in this error check.

Families Missing ILA Hours – Lists families with no ILA hours in eData.

Families Missing Parenting Hours – Lists families with no Parenting hours in eData.

Invalid ACIRI Assessments – Lists families with invalid ACIRI assessments in eData.

Child Data Checks
Children Missing ACIRI – Children who are missing Family assessments (ACIRI). The children who appear in this data check are 3-5 years old and not in school.

Children Missing Assessments – Lists children who have no assessments in eData.

Children Missing Time 2 Assessments – Children who have been given an initial assessment, but are missing the Time 2 assessments.

Children Missing ILA Hours – Lists children who have no ILA hours entered in eData.

Children Missing Early Childhood Hours – Children aged 3-5 who are missing Early Childhood hours.

School-Age Children Missing End of School Year Report – School-aged children who are missing data for the End-of-School-Year Report in eData.

Non-Participating Children – Children who are marked as Not Participating on the child screen. Family enrollment calculations exclude any child marked as Not Participating.

Reports
The main Reports screen in the template includes many report options. This page also includes buttons on the right that open additional reports pages, such as Class/Group Reporting, Family Reporting, and Data Validation Reports.

Performance Reports
Adult Instructional Hours by Contract Type – Total hours earned by adults in specific contracts. Each contract will appear as a column header with a total number of hours per adult and can be filtered by keyword.

Total Hours by Adult w/Ed Gain – Total hours earned by adults, including Distance Learning hours, compared to entry/exit level and educational gain.

Enrollment Summary – Check enrollment, average instructional hours for enrolled adults, and the number of adults with an exit level identified. This report includes data for 061 contracts. There are multiple versions of the Enrollment Summary report on this page.

Enrollment Summary by Agency – This report includes data for 061 contracts for the agency selected. Agencies with subcontractors can use this report to review the enrollment details for their agency or any subcontractor individually. If your agency does not have subcontractors, this report will be the same as the Enrollment Summary report.

Enrollment Summary by Contract – This version of the Enrollment Summary report counts hours earned in the contract number selected. Agencies with subcontractors can use this report to review the overall enrollment details for their agency and subcontractors combined.

Enrollment Summary by Contract/Agency – This version of the Enrollment Summary report includes all data for the contract/agency combination selected. Agencies with subcontractors can use this report to review the enrollment details for their agency and/or subcontractors individually by the contract they hold.

Outcomes

There are multiple versions of the Adult Core Outcomes report on this page. This report shows the status of the core outcomes for adults in eData. Each report is grouped by the outcome and shows adults who have that outcome. The set date, met date, and exit date are also provided for each adult. At the end of each Outcome section, the total number of adults who have a set date for the outcome is listed. The number of adults who have a met date for the outcome is also listed.

Adult Core Outcomes by Agency – Lists the outcomes specific to the agency selected. Agencies with subcontractors can use this report to review the outcomes specific to each agency.

Adult Core Outcomes by Contract – Lists the outcomes specific to the contract selected. This report includes all adults assigned to the contract, with all subcontractors included.

Adult Core Outcomes by Contract/Agency – This report includes all adults assigned to the contract for the agency selected. Agencies with subcontractors can use this report to review the outcomes specific to the contract/agency selected.

Instructional Hours/Attendance

Instructional Hours by Contract Component – A list of adults and the total number of instructional hours obtained by each under the specific contract number and further broken down by contract component.

Instructional Hours by Contract – A list of adults and the number of instructional hours obtained by each under the specific contract number(s) selected. A total number of instructional hours for all adults by contract is at the end of the report.

Instructional Hours by Contract for Adults > 12 Hours – A list of adults with 12 or more hours and their hours under each contract number selected and contract component. Only adults with 12 or more instructional hours will appear on this report. A total number of instructional hours for all adults by contract is at the end of the report.

Adult Assignments

Adults Served in Multiple Contracts – A list of adults who are assigned to more than one contract number in eData. The report groups adults into three possible categories:

1. Enrolled in more than one contract
2. Enrolled in one contract, served in another
3. Served in more than one contract

Each adult is listed with a total number of hours for each contract type, overall total hours, and entry/exit level.

Pair Performance

Performance by Tutor (Pair Hours Only) – The report shows performance details by tutor including: Number of Adults Served, Number of Enrolled Adults (12 hrs. + Entry Level), Average Number of Hours, Number of Adults Post Tested, and Gain Percentage for Enrolled Adults they have tutored.

Special Needs Adults

Special Needs Adults – This query lists demographic information for the adults marked as Special Needs and the number of instructional hours obtained by each adult.

Agency Specific Goals – Special Needs Adults – This query shows a list of Special Needs adults who have Agency Specific Goals set.

Adult Specific Goals – Special Needs Adults – This query shows a list of adults marked as Special Needs who have Adult Specific Goals set.

Adult Data

Adult Data Report – After selecting agency and then an adult from the dropdowns, this report shows contact information, assessments, hours, and goals for selected adult.

Outcomes

Follow-Up Core Outcomes – A list of the outcomes for adults showing adults who have the outcome, set date, met date, valid SSN, entry level and exit date, and totals. **NOTE:** This list is not an official list of adults who have achieved Core Outcomes because all outcomes achieved must be confirmed by the end-of-year data match process.

Adult Secondary Outcomes – A list of the secondary goals set for adults showing adults who have the goal, keyword, DOB, set date, met date, exit date, and totals.

EL/Civics Secondary Outcomes – A list of the EL/Civics goals set by adults who are assigned to an EL/Civics contract (061). The report is grouped first by goal, then by agency, with the goal sections showing enrolled and not enrolled. Enrollment is calculated using only the EL/Civics (061) instructional hours. At the bottom of each section, the total number who have set and met the goal is listed, including a percentage calculation for the adults who have been marked as having met the goal.

Assessments

Assessments by Enrollment – Assessment records for adults based on assignment (Class, Group, or Pair). The report is grouped by class, group, or pair and shows assessment records (form, level, subtest, score) and instructional hours. Green highlighted assessments are the assessments being tracked for NRS reporting. Pairs are listed as "Pair - Staff Name, Adult Name."

Adult Level Gain by Assessment Type – Level gains for assessment records for adults. In most situations where an adult is assessed in multiple subject areas, only one subject area assessment is used for reporting to the NRS. This query allows agencies to review level gain for all assessment types, regardless of which area is tracked for NRS reporting purposes.

Adult Assessment – Instructional Hours – Assessment dates and instructional hours between each administration of the assessments. Same information as in Class/Group Reporting, which allows a narrowing of the results.

NRS Reports

NRS Table 1 – Summary of enrolled adults served in Adult Ed programs by entry level, ethnicity, and gender.

NRS Table 2 – Summary of enrolled adults served in Adult Ed programs by age group, ethnicity, and gender.

NRS Table 3 – Summary of enrolled adults served in Adult Ed programs by program type and age group.

NRS Table 4 – Summary of level gain performance for enrolled adults served in Adult Ed programs.

NRS Table 4 can be run by Agency, Contract, Keyword, and Agency/Contract and includes adults associated with the associated selection made prior to running the report. In addition, each NRS Table 4 report includes a "Raw Data" button that shows the raw data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

NRS Table 4B – Summary of level gain performance for enrolled adults with an entry and exit level served in Adult Ed programs.

NRS Table 4B can be run by Agency, Contract, Keyword, and Agency/Contract and includes adults associated with the associated selection made prior to running the report. In addition, each NRS Table 4B report includes a "Raw Data" button that shows the raw data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

Table 4 & 4B by Specific EFL – Selecting "Reading" or "Math" generates a specific Table 4 and Table 4B report that does not include ESL. This is not for NRS reporting.

Class/Group Reporting

This page allows users to produce reports specific to classes and groups in the eData system. Many of the reports found on this page are duplicates of reports found on the "Reports" page, but these reports allow for the selection of one class/group prior to running the report. The report then includes only the adults assigned to the class/group selected.

Adults who are enrolled in more than one group may appear in the count for each group or class. The report uses only the hours earned in the group or class. For example, an adult may have earned 5 hours in one group or class and 7 hours in another group or class, but they will not be included in either group's or class's enrollment count because they did not earn 12 hours in one group or class. Adult hours are included in the Average Number of Hours and Number Post Tested columns, only if the adult met enrollment (12 hours and entry-level assessment).

Class/Group Performance

Performance by Class (Class Hours Only) – Performance details by class. The report includes the following: Number of Adults Served, Number of Enrolled Adults (12 hrs. + entry level assessment), Average Number of Hours, Number of Adults Pre and Post Tested, Number High ASE adults, Gains (# of adults with Ed Gain), and Gain percentage for Enrolled Adults (excludes High ASE adults).

Educational Gain by Class (Class Hours Only) – Counts of class educational gains by level (ABE, ASE, ESL).

Performance by Group (Group Hours Only) – Performance details by group. The report includes the following: Number of Adults Served, Number of Enrolled Adults (12 hrs. + Entry Level), Average Number of Hours, Number of Adults Pre-Post tested, Number High ASE adults, Gains (# of adults with Ed Gain), and Gain percentage for Enrolled Adults (excludes High ASE adults).

Educational Gain by Group (Group Hours Only) – Counts of group educational gains by level (ABE, ASE, and ESL).

Class/Group Reports by Class/Group Selection

The following reports listed in the Class/Group reporting section of this document require users to select a class or group from a drop-down menu and then run the report. Each of the reports will then filter the report results based on the class/group selected.

Adults with Level Gain/Loss by Levels Gained/Lost – A list of adults and the number of levels gained/lost by Class or Group. The report is grouped by the number of Educational Functioning Levels (EFLs) gained or lost. The exit date shows the adults who have left the program and cannot be given another post-test assessment.

Adults with Level Gain/Loss by Level – A list of adults and the number of levels gained or lost by Class or Group. The report is grouped by the entry Educational Functioning Levels (EFLs). The exit shows the adults who have left the program and cannot be given another post-test assessment.

NRS Table 4 by Class/Group – A summary of Level Gain performance for enrolled adults served in contract 064 for the class selected. In addition, there is a "Raw Data" button that shows the raw data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

NRS Table 4B by Class/Group – A summary of Level Gain performance for enrolled adults served in contract 064 who have an entry and exit level for the class selected. In addition, there is a "Raw Data" button that shows the raw data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

Adult Core Outcomes by Class/Group – Lists the core outcomes by adult. The report includes all goals set for adults assigned to the class or group. Each adult who has the goal set is listed. The set date, met date, and exit date are also provided for each adult. At the end of each Goal section, the total number of adults who have set the goal is listed. The number of adults who have met the goal is also listed.

Adult Secondary Outcomes by Class/Group – Lists the secondary outcomes set by adults. The report includes all outcomes set for adults assigned to the class or group selected. Each adult who has the outcome set is listed. The set date, met date, and exit date are also provided for each adult. At the end of each Outcomes section, the total number of adults who have set the outcome is listed. The number of adults who have met the outcome is also listed.

Class/Group Attendance Sheet for Active Adults – Tracking form for attendance by week/month for adults in a specific class/group. Users may print copies of the report at the beginning of each month.

Assessments by Class/Group – Lists the assessment records for all adults based on assignment (Class/Group). The report is grouped by class/group and lists all adults assigned to the class/group, along with their assessment records. This report shows all valid assessments for the adult.

Adult Assessments – Instructional Hours by Class/Group – Lists the assessment dates and instructional hours for the selected class/group.

Adult Level Gain by Assessment Type – Lists the level gain(s) for all assessment records for all adults in the class/group selected prior to running the query. In most situations where an adult is assessed in multiple subject areas, only one subject area assessment is used for reporting to the NRS. This query allows agencies to review level gain for all assessment types, regardless of which area is tracked for NRS reporting purposes.

Class/Group Attendance by Month – Lists attendance hours by month for all adults in the class/group selected.

Family Reporting

This section includes a description of the reports included in the Family Literacy reports section of the template.

Family Summary Reports

Family Details (Hours) – Lists adult instructional hours, parenting hours, ILA hours, Early Childhood Hours (ECH), and the number of home visits.

Details of Enrolled Families – Summary report that lists several state standards related to enrolled families: family enrollment, child assessments, and interactive literacy assessments (ACIRI).

Assessments

Family Assessments – ACIRI – Lists the results of ACIRI assessments by family name. If a family includes multiple adults and/or children, all associated ACIRI assessments will appear. Both mean and individual scores are reported.

Family Assessments – ACIRI Summary – A summary of the results of ACIRI assessments by family.

School-Age Child Report – Lists the standards related to school-aged children in enrolled families.

Goals/Outcomes

Family Goals – Lists the goals, set dates, and met dates of all families served, grouped by family code, and all associated adults in that specific family are listed including children.

Adult Follow Up Core Outcomes – Lists the core outcomes for families by the outcome. The set date, met date, valid SSN, entry level, Family Lit enrollment, and exit date are also displayed including totals and the number who have met the outcome. This is not an official list of adults who have achieved core outcomes but will be confirmed by the end-of-year data match process.

Data Validation – Core Outcomes – Lists cohort counts of core outcomes for adults in enrolled families. This report should be used for end-of-year data validation, as described in Division of Adult Ed Policy C.130 Verifying and Reporting Data. If your agency subcontracts with one or more agencies, data for all subcontractors is also included in this report. Any adult shared among contractor and subcontractor(s) is only counted once on this report.

Adult Secondary Outcomes – Family Lit Adults – Lists the secondary goals set by adults who are in a Family Literacy program grouped by the goal. The set date, met date, and exit date are also displayed, along with the total number of adults who have set the goal and those who have met the goal.

Family Hours by Month

Hours by Month ILA – A list of adults, the associated children, and the ILA hours obtained per month.

Hours by Month Parenting – A list of adults and the parenting hours obtained per month.

Hours by Month Early Childhood – A list of children and the early childhood hours obtained per month.

Number of Home Visits by Month – A list of families and the number of home visits completed by month. The number of months served is also calculated so that averages can be reviewed.

Family Data

Comprehensive Family Report – A detailed report of the family selected from a drop-down list prior to running the report. The report shows the general family information including the family goals and the details for each adult and child with their assessments.

NRS Reports

NRS Table 1 – Adults in enrolled families by entry level, ethnicity, and gender.

NRS Table 2 – Adults in enrolled families by age group, ethnicity, and gender.

NRS Table 3 – Adults in enrolled families by program type and age group.

NRS Table 4 – Level Gain performance for adults in enrolled families served in Family Literacy programs including data for subcontracted agencies. In addition, there is a "Raw Data" button that shows the data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

NRS Table 4B – Level Gain performance for adults in enrolled families served in Family Literacy programs including data for subcontracted agencies. This report includes only adults with an entry and exit level. In addition, there is a "Raw Data" button that shows the data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

NOTE: The Family Reporting page also includes NRS Table 4/4B reports by Agency. This can be used in situations where a direct contractor subcontracts with another agency for their Family Literacy contract.

Data Validation Reports

This page includes the data validation reports that are required by the Division of Adult Education, including data for all subcontractors. Any adult shared among contractor and subcontractor(s) is only counted once on each report.

In addition, adults who are enrolled in more than one contract may be excluded from a specific contract, depending on the situation. If an adult is part of an enrolled family, this supersedes any other contract, and the adult is counted only as a Family Literacy adult. If the adult has more hours in an 061 contract than an 064 contract, they are counted in 061, but not 064.

NRS Table 4 – Adult Ed (064) – Educational Gain performance for Adult Ed contracts (064). This report combines the 064 hours earned by an adult to determine enrollment and includes all subcontractors. Any adult shared among contractor and subcontractor(s) is only counted once on this report.

NRS Table 4 – EL/Civics (061) – Educational Gain performance for EL-Civics contracts (061). This report should be used for end-of-year data validation, as described in Division of Adult Ed Policy C.130 Verifying and Reporting Data. If your agency subcontracts with one or more agencies, data for all subcontractors is also included in this report. Any adult shared among contractor and subcontractor(s) is only counted once on this report.

NRS Table 4B – Adult Ed (064) – This report displays the same information as NRS Table 4 – Adult Ed (064), but only includes adults who have both an entry level and exit level assessment (pre-post).

NRS Table 4B – EL/Civics (061) – This report displays the same information as NRS Table 4 – EL/Civics (061), but only includes adults who have both an entry level and exit level assessment (pre-post).

Follow Up Core Outcomes – Adult Ed (064) – A cohort count of adult core outcomes for enrolled adults using only 064 hours to determine enrollment for adults.

Follow Up Core Outcomes – EL/Civics (061) – A cohort count of adult core outcomes for enrolled adults using only EL/Civics enrolled adults.