

CAEP Summary Troubleshooting

1. Total CAEP Enrollees
 - a. If unknown drill down to NRS Monitor
 - b. Drop Reasons
 - i. Drill down to Student Demographics for Drops 1, 4, 5
 - ii. Drill down to Class Records for Drop 2
 - c. Data Entry
 - i. 3p Import
 - ii. Scan/Manual Entry
 - iii. Instructional Program
 - d. More information – go to CAEP Hours Reports
2. Pre/post-test Pairs
 - a. 70% Rule of Thumb
 - b. Drill down to Assessments
 - i. Identify pre/no post
 - ii. Identify no tests
 - c. Test targeted students
3. EFL Gains
 - a. Performance varies by level and program
 - i. Should directly relate to % of pre/post pair
 - ii. Compare with previous years
 - b. Drill down to Assessments
 - i. Identify pre/no post
 - ii. Identify prospective students
 - c. Test select students
4. CAEP Outcomes – Enrollees
 - a. Follow same process as for CAEP Enrollees in #1
 - b. Exclude testing issues
5. Outcomes Totals
 - a. Drill down to Student Records for GED/HiSet
 - b. Drill down to Student Demographics for GED/HiSET ID
 - c. Drill down to Student Records for Outcomes for Post Secondary, Transitions, Employment, Wages

- i. Compare outcomes with those applicable to your agency and those authorized for CAEP
 - d. Drill down to CAEP Outcomes for student level detail
 - e. Review data entry issues such as manual, scan, 3p import
 - f. Recommendation – it helps to have select student achievements and data outcomes to narrow the scope of this review.
 - g. Review I-3 reports and EL Civics to verify I-3 outcomes
- 6. Services Enrollment
 - a. Review same drop reasons and data entry issues as for other enrollees
 - b. Compare those with CAEP Program Enrollment vs. those in “N/A”
 - c. Use CAEP Enrollees by Hours and Service Enrollees by Hours to distinguish Services students vs “data cleanup” issues
 - i. Select students for services
 - ii. Review issues such as drop reasons and data entry for “clean up”
- 7. Services Received
 - a. Performance varies by agency
 - b. Use hours reports to identify Services students
 - c. Drill down to CAEP Services for student level detail