ACTIVITY PACKET

Reports for CA AEBG Programs

CASAS Technology Support Team

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AEBG Reports in TE

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AEBG Reports in TE are located by going to Reports – State Reports – California

- Displays outcomes in three separate sections:
  1. Literacy Gains (Pre/Post) using NRS Table 4 guidelines
  2. Other AB 104 outcomes using WIOA II reporting requirements but not pre/post
  3. Services Received that do not impose WIOA II reporting requirements
AEBG Data Integrity displays 27 different data elements related to the AEBG instructional programs and outcomes.

**Summary Information** reconciles all of the students included in AEBG reporting.

**Students in the Services Section** includes everyone reported for AEBG—whether for official enrollment or for services only.

Students not enrolled in the 7 AEBG programs subtracts those who received services but are not enrolled in one of the 7 AEBG program areas.

The next 5 rows are subsets of those not enrolled in the 7 AEBG programs—showing students not enrolled in program but who earned outcomes and may need enrollment.

Students enrolled in the 7 AEBG programs is the total limited to students with official enrollment, and this number serves as the denominator for the 27 DIR items.

**Item Description** lists 27 data elements that may prevent or contribute to official AEBG outcomes:
- The DIR displays the item count and percentage for each listed item.
- Item Percent = Item Count ÷ # of Students Enrolled in 7 AEBG programs
Items 1-10 include basic WIOA demographics fields and information about pre- and post-testing.

Items 11-22 display miscellaneous issues related to WIOA reporting and pre/post-testing. These issues are not required to earn AEBG outcomes, but are all good indicators of qualify data collection.

Items 23-27 display outcome totals for each AEBG area and the number who appeared to achieve the outcome but were missing a required data element.
**AEBG Barriers to Employment** displays a detailed account of documented barriers by each AEBG instructional program.

Click any cell to generate a list of students included in that cell.

Right click any cell and select from 4 listers and 5 reports:
4 AEBG drill down listers:

- **Student Program Year** provides a simple list of students and matches the item count in the data cell
- **Student Population** displays the TE demographics lister
- **Student Program Population** lists student program enrollments
- **Student Record Population** displays the lister that enables editing of specific AEBG outcomes

5 AEBG drill down reports:

- **NRS Monitor** includes all students represented in the data cell with all AEBG related details
- **Outcomes Monitor** displays detailed outcomes from the 6 areas of AB 104 for each student
- **Services Monitor** details specific services achieved by student
- **Assessments Audit** lists pre/post-tests for each student
- **AEBG DIR** displays the entire DIR for the specific group of students selected

**NRS Monitor** provides a detailed view of all reported students from a NRS (federal) reporting point of view.
The AEBG Outcomes Monitor displays detailed outcomes from the 6 areas of AB 104 for each student:
1. Literacy Gains
2. HSD/HSE
3. Post-Secondary
4. Employment
5. Wages
6. Transition

The AEBG Outcomes Monitor includes a legend that relates AEBG terms with the titles included on the TE forms.
The AEBG Services Monitor displays all Supportive, Training, and Transition Services recorded for each student.

The Assessments Audit provides a highly detailed account of pre/post-test results by student.

AEBG DIR displays the entire Data Integrity Report for the specific group of students selected (in this example the 48 students enrolled in ABE.)
AEBG Consortium Manager Reports allow a consortium level login to compare and contrast outcomes across agencies within one consortium.

Menu currently includes three reports options with this feature.

Lists item count and percentage by Agency ID.

Aggregates results for the entire consortium on the right hand column.
For the AEBG Summary, the Consortium Manager reports provide separate pages for each agency in the consortium.

The Consortium Manager reports also provide separate pages when generating AEBG Barriers to Employment.

Examples of Agency and Consortium Level Data Evaluation

**Agencies: Use TE drill down features**
- Example 1: Basic DIR drill down illustration
- Example 2: Pre/post-test evaluation
- Example 3: AEBG self-reported outcomes trouble shooting

**Consortia: Convert TE consortium reports to Excel**
- Example 1: Filter by agency
- Example 2: Filter for one program across all agencies
- Example 3: Isolate for a specific AEBG outcome area
Dilemma: the number of students missing an important data element is high, especially when compared to the number of reported students in the DIR overall enrollees.

Solution: Right click the number of students missing Labor Force Status and drill down to “Student Record Population.”
• This takes you to the Records – Students – Records lister in TE – that is the lister that includes the records with Labor Force Status.

Dilemma: the number of pre/post-test learning gains is low as compared to the number of enrollees.
Solution:

1. Compare the number of enrollees (Column B) with the number of enrollees with pre/post (Column C).
2. If these numbers in Columns B and C are far apart (like in the example above) then you need to ensure all students complete a pre/post-test pair.
3. If Columns B and C numbers are similar (rule of thumb: Column C should be equal to or greater than 70% of Column B) then you have done well completing testing for your students, but you should review students test scores and learning gains, and evaluate performance in the classroom to improve individual test results.

Solution: Generate NRS Monitor

1. If these numbers in Columns B and C are far apart (like in the example above) then you need to ensure all students complete a pre/post-test pair.
   - Right click to generate NRS Monitor to identify students who have qualified enrollment but no pre/post-test pair.
2. If Columns B and C are similar (rule of thumb: Column C should be equal to or greater than 70% of Column B) then review students test scores and evaluate performance in the classroom to improve test results.
   - Right click to generate NRS Monitor to identify students test performance and highlight students with zero or minimal gains.

Dilemma: the number of AEBG outcomes is lower than expected, and low when compared to the number of enrollees.
Solution: Right click the figures displayed in Columns E, I, and J, and generate the AEBG DIR for the three different groups of students.

- Compare the three reports to identify students with missing demographics and less than 12 hours of instruction.
- Review DIR items specific to the outcome in question – in this example look at items 25a/25b for Employment and items 26a/26b for Wages.
- High totals in 25b and 26b suggest “data clean up” is necessary to improve these outcomes.
- Low totals in 25b/26b in relation to totals in 25a/26a suggest that the data is “clean” – but you may just need to input more positive outcomes.

Creating Excel Spreadsheets in TE

Convert any TE report into an Excel spreadsheet by clicking Export, then Save As Excel.

The resulting Excel worksheet includes all data elements from the AEBG Summary.
Use features in Excel to highlight key data points from the AEBG report in TE.

Filter the spreadsheet by individual agency.

Filter by instructional program area.
In this example, the document uses filtering and formatting to isolate specific data results.
Use similar features in TE and Excel to evaluate results from the Demographics Summary.
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Training Support

Help documentation is available at CASAS Home > Training and Support >
  • eTests Online Help
  • TOPSpro Enterprise Help

Enroll in a complimentary workshop at: CASAS Training Registration.

Technical Support

The CASAS Technology Support Team is available to provide technical assistance for successful online implementation and uninterrupted test delivery.
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Thank you for attending!

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