
















# Cleaning Up Your Data Integrity Report



DIR Item	Where to edit in TE
<p><b>1. Missing Birthdate or outside 16-110</b></p> 	<p>In the DIR, right-click on Item Count and open...</p> <p><b>Students in Program Years</b></p> <ul style="list-style-type: none"> <li>• Double-click to open the student's <i>earliest record</i> for the fiscal year.</li> <li>• In the blue bar (<b>Student in Program Year Information</b>), double-click on the student's name. (This takes you to the demographic data.)</li> <li>• Click the edit icon next to <b>Identification</b> and add the birthdate.</li> <li>• Save and close.</li> </ul>
<p><b>2. Less than 12 Hours of Instruction</b> </p> <p>a. Zero or Empty Hours of Instruction on Update Record</p> <p>b. Total hours between 1-11 hours</p>	<p>In the DIR, right-click on Item Count and open...</p> <p><b>Classes-Records Population</b></p> <ul style="list-style-type: none"> <li>• Double-click to open the student record.</li> <li>• Click the edit icon for <b>Activity in Class</b>.</li> <li>• Add the any hours the student may have.</li> <li>• Save and close.</li> </ul> <p>Or, import hours from your 3<sup>rd</sup>-party attendance system.</p>
<p><b>3. No Highest Year of School/Degree Earned</b> </p> <p>a. <i>No Highest Year of School</i></p> <p><i>Note: Enter the information under the earliest student record.</i></p>	<p>In the DIR, right-click on Item Count and open...</p> <p><b>Students in Program Years</b></p> <ul style="list-style-type: none"> <li>• Open student</li> <li>• In the blue bar (<b>Student in Program Year Information</b>), double-click on the student's name.</li> <li>• Click the edit icon next to <b>Education</b></li> <li>• Add <b>Highest Year of School</b> and whether schooling was done outside the US</li> <li>• Save and close</li> </ul>






<p><b>b. No Highest Degree Earned</b></p> <p><i>Note: Enter the information under the earliest student record.</i></p>	<p><b>In the DIR, right-click on Item Count and open...</b></p> <p><b>Students in Program Years</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• In the blue bar (<b>Student in Program Year Information</b>), double-click on the student's name.</li> <li>• Click the edit icon next to <b>Education</b></li> <li>• Add <b>Highest Degree Earned</b> and <i>whether it was earned outside the US</i></li> <li>• Save and close</li> </ul>
<p><b>c. Learners marked Degree or Diploma Earned not Highest Year of School</b></p> <p><i>Note: Enter the information under the earliest student record.</i></p>	<p><b>In the DIR, right-click on Item Count and open...</b></p> <p><b>Students in Program Years</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• In the blue bar (<b>Student in Program Year Information</b>), double-click on the student's name.</li> <li>• Click the edit icon next to <b>Education</b></li> <li>• Add <b>Highest Year of School</b></li> <li>• Save and close</li> </ul>
<p><b>d. Degree earned marked as outside U.S., but not Highest Year of School</b></p> <p><i>Note: Enter the information under the earliest student record.</i></p>	<p>Use the direction for 3c., above</p> <ul style="list-style-type: none"> <li>• Add <b>Highest Year of School</b> and <b>whether schooling was done outside the US</b></li> </ul>
<p><b>4. No Gender</b></p> 	<p><b>In the DIR, right-click on Item Count and open <i>Students in Program Years</i></b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• In the blue bar (<b>Student in Program Year Information</b>), double-click on the student's name.</li> <li>• Click the edit icon next to <b>Birthdate</b></li> <li>• Add <b>Birthdate</b></li> <li>• Save and close</li> </ul>

<p><b>5. No Race/Ethnicity</b></p> 	<p>In the DIR, right-click on Item Count and open <b>Students in Program Years</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• In the blue bar (<b>Student in Program Year Information</b>), double-click on the student's name.</li> <li>• Click the edit icon next to <b>Race/Ethnicity</b></li> <li>• Add <b>Race and/or Ethnicity</b></li> <li>• Save and close</li> </ul>
<p><b>6. Total Reported Labor Force Status</b></p>  <p>a. Total 'Employed'</p> <p>b. Total 'Unemployed'</p> <p>c. Total 'Not employed not seeking work'</p> <p>d. Total 'Retired'</p>	<p>To find information by class for each Labor Force item:</p> <p>In the DIR, right-click on Item Count and open...</p> <ul style="list-style-type: none"> <li>• <b>Drill Down to Data Integrity Detail</b> – each class will have a page.</li> </ul>
<p>e. Total missing Labor Force Status</p>	<p><b>In the DIR, right-click and open Students – Records Population</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• Click the edit icon next to <b>Status</b></li> <li>• Click appropriate <b>Labor Force Status</b></li> <li>• Save and close</li> </ul>
<p><b>7a. No Entry Record (Missing Program Enrollment)</b></p>  <p><i>Note: If you show students in 7a who appear to have an entry record, check the class that they have an entry record. The class Instance needs to be in associated with one of the 5 funded programs (ABE, ESL, ESL Citizenship, High School Diploma, or GED). To make sure your classes are associated with one of those programs you should:</i></p> <p><i>Go to Organization -&gt; Classes -&gt; Instances</i></p>	<p><b>In the DIR, right-click on Item Count and open...</b></p> <p><b>Students – In Program Years</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> </ul> <p>In the <b>Navigator bar</b>, go to <b>Class Enrollments</b></p> <ul style="list-style-type: none"> <li>• Click the <b>New</b> button</li> </ul> <p>In <b>Student in Program Year</b>:</p> <ul style="list-style-type: none"> <li>• Add <b>Class Instance</b></li> </ul> <p>In <b>Status in Class</b></p> <ul style="list-style-type: none"> <li>• Add <b>Date Entered Class</b></li> <li>• Add <b>Class Status</b></li> <li>• Save and close</li> </ul>

<p><b>7b. No Update (Missing Follow-up Outcomes)</b> </p> <p><i>Note:</i> The NRS requirement for “update” is to indicate whether student is exit/retained, so this item count should relate very closely with item 19d Missing Update Status.</p>	<p><i>In the DIR, right-click on Item Count and open... Programs – Enrollments Population</i></p> <ul style="list-style-type: none"> <li>• Open <b>Student Record</b></li> <li>• Click the <b>edit icon</b> for <b>Status in Program</b></li> <li>• Add Program Status</li> <li>• Add Program Progress and Program Exit Reason information if student has exited.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• Click <b>Add Update Record</b> button</li> <li>• Add Record date</li> <li>• Add Program Status</li> <li>• Add Program Progress and Program Exit Reason information if student has exited.</li> </ul>
<p><b>8. No Pretest</b> </p>	<p><i>In the DIR, right-click and open... Students – In Program Years</i></p> <ul style="list-style-type: none"> <li>• Open student record</li> </ul> <p>In the <b>Navigator bar</b>, go to <b>Tests</b></p> <ul style="list-style-type: none"> <li>• <b>Click “New.”</b></li> </ul> <p>In <b>Select Student in Program Year</b>, click the <b>edit icon</b>.</p> <ul style="list-style-type: none"> <li>• Add <b>Class Instance</b></li> <li>• Add <b>Assessment Date</b></li> </ul> <p>In <b>Assessment Info</b>, click the <b>edit icon</b>.</p> <p>At <b>Form</b>, add the test form administered and score</p> <p><b>OR</b> Import test from eTests</p>
<p><b>9. No Post-Test</b> </p>	<p><i>In the DIR, right-click on Item Count and open... Students – In Program Years</i></p> <ul style="list-style-type: none"> <li>• Open student record</li> </ul> <p>In the <b>Navigator bar</b>, go to <b>Tests</b></p> <ul style="list-style-type: none"> <li>• <b>Click “New.”</b></li> </ul> <p>In <b>Select Student in Program Year</b>, click the <b>edit icon</b>.</p> <ul style="list-style-type: none"> <li>• Add <b>Class Instance</b></li> <li>• Add <b>Assessment Date</b></li> </ul> <p>In <b>Assessment Info</b>, click the <b>edit icon</b>.</p> <p>At <b>Form</b>, add the test form administered and score</p> <p><b>OR</b> Import test from eTests</p>

<p><b>10. No Valid Paired Tests (Federal Table 4 and 4B only)</b></p> 	<p><i>Note: Key difference between #9 and #10 is that item #10 is only pertinent to the Federal Tables, where some learners at ASE levels with pre/post-test pairs show as “missing” because they did not earn HS diploma or GED; while others may be counted with “valid pairs” by completing a pretest and earning the diploma or GED.</i></p>
<p><b>11a. Total eligible for NRS core performance follow-up cohorts</b></p> 	<p>To create a class list: <b><i>In the DIR, right-click on Item Count</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Choose Classes – Enrollments Population</i></b></li> <li>• In the lister, use the <b><i>Filter Button</i></b> at the top of the page to filter by class. You can continue to sort by name. This list can now be exported to a Word or Excel document.</li> </ul>
<p>11b. Total eligible for NRS core performance follow-up cohorts but did not ‘Exit program’</p>	
<p><b>12a. Number eligible for <i>Enter employment cohort</i></b></p> 	<p>To find information by class for items 12a through 14f: <b><i>In the DIR, right-click on Item Count and open...</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Drill Down to Data Integrity Detail</i></b> – each class will have a page.</li> </ul>
<p>12b. Eligible for <i>Enter employment cohort</i> but did not exit program</p>	
<p><b>13a. Number eligible for <i>Retain employment cohort</i></b></p> 	<p>To create a class list: <b><i>In the DIR, right-click on Item Count and open...</i></b></p> <ul style="list-style-type: none"> <li>• Right-click on student number</li> <li>• <b><i>Choose Classes – Enrollments Population</i></b></li> </ul> <p>In the lister, use the <b><i>Filter Button</i></b> at the top of the page to filter by class. You can continue to sort by name. This list can now be exported to a Word or Excel document.</p>
<p>13b. Eligible for <i>Retain employment cohort</i> but did not exit program</p>	
<p><b>14a. Number eligible for <i>Obtain Secondary cohort</i></b></p> 	
<p>14b. Eligible for <i>Obtain Secondary cohort</i> but did not exit program</p>	

<p><b>14c. Qualified for <i>high school diploma cohort</i> with a pretest of 246+</b></p>	
<p>14d. Qualified for <i>high school diploma cohort</i> with self-selected level of ASE High</p>	
<p>14e. Qualified for <i>HS diploma cohort</i> but scored lower than 236 on all tests</p>	
<p>14f. Enrolled in HSD program but did not qualify for <i>high school diploma cohort</i></p>	
<p><b>15a. Number eligible for <i>Post-secondary cohort</i></b></p> 	
<p>15b. Eligible for <i>Post-secondary cohort</i> but did not exit program</p>	
<p>15c. Qualified with highest degree earned = GED, high school diploma, or some college, no degree</p>	
<p>15d. Qualified with Passed GED or Earned high school diploma on Update Record</p>	
<p>15e. Qualified with enrollment in designated Transitions class</p>	
<p><b>16. Passed GED or high school diploma on Update Record but did not place in any core performance cohort</b></p> 	

<p><b>17. No Primary Goal</b> </p> <p><i>Note: Learner goals no longer required for Federal Table 5, but still required to record these for each WIA II learner, and essential to good instruction and an effective adult educational program.</i></p> <p><b>18. No Secondary Goal</b></p>	<p>In the DIR, right-click and:</p> <ul style="list-style-type: none"> <li>• choose <b>Students – Records Population</b></li> <li>• open the student record</li> <li>• click the edit icon to add Primary and Secondary Goal</li> </ul>
<p><b>19. Total Reported Status Updates</b> </p>	<p>To find information by class:</p> <p>In the DIR, right-click on Item Count and open...</p>
<p>19a. Total “Retained in Program”</p>	<ul style="list-style-type: none"> <li>• <b>Drill Down to Data Integrity Detail</b> – each class will have a page.</li> </ul>
<p>19b. Total “Left Program”</p>	<p><b>In the DIR, right-click on Item Count and open...</b></p>
<p>19c. Total “No show”</p>	<p><b>Programs – Enrollment Population</b></p> <p>Open student record</p>
<p>19d. Total Missing Update Status</p> <p><i>Note: This total should equal to (or be very close to) the total on item #7b.</i></p>	<ul style="list-style-type: none"> <li>• Click the <b>edit icon</b> next to <b>Status in Program</b></li> <li>• Add <b>Program Status</b></li> </ul> <p>Or – Add Update Record</p>
<p><b>20. Goal--Work-based Project</b> </p> <p><i>Note: Work-based project learners are ineligible for WIA II. Rarely an issue at any agency.</i></p> <p><i>From the CA Administration Manual: “Work-Based Project -- Obtain the skills needed to complete a project student activity (i.e., a course of 12-30 hours duration designed to teach specific workplace skills).”</i></p>	<p><b>Students – Records Population</b></p> <ul style="list-style-type: none"> <li>• Open student record</li> <li>• Click the <b>edit icon</b> next to <b>Status</b></li> <li>• Uncheck <b>Special Program Entries</b> or <b>Special Program Exits</b> where you find “<b>Work-Based Project</b>” checked. (Might not be in the first student record you open.)</li> <li>• Save and close</li> </ul>
<p><b>21. Learners with a pretest in the conservative estimate range</b> </p>	<p>To create a class list:</p>
<p><b>22. Learners with a pre-/post-test pair but less than 40 hours of instruction</b> </p>	<ul style="list-style-type: none"> <li>• Right-click on student number</li> <li>• <b>Choose Classes – Records Population</b></li> <li>• In the lister, use the Filter Button at the top of the page to filter by class. You can continue to sort by name. This list can now be exported to a Word or Excel document. Have your administrator sign this showing approval for testing students before the 40 hour requirement.</li> </ul>

