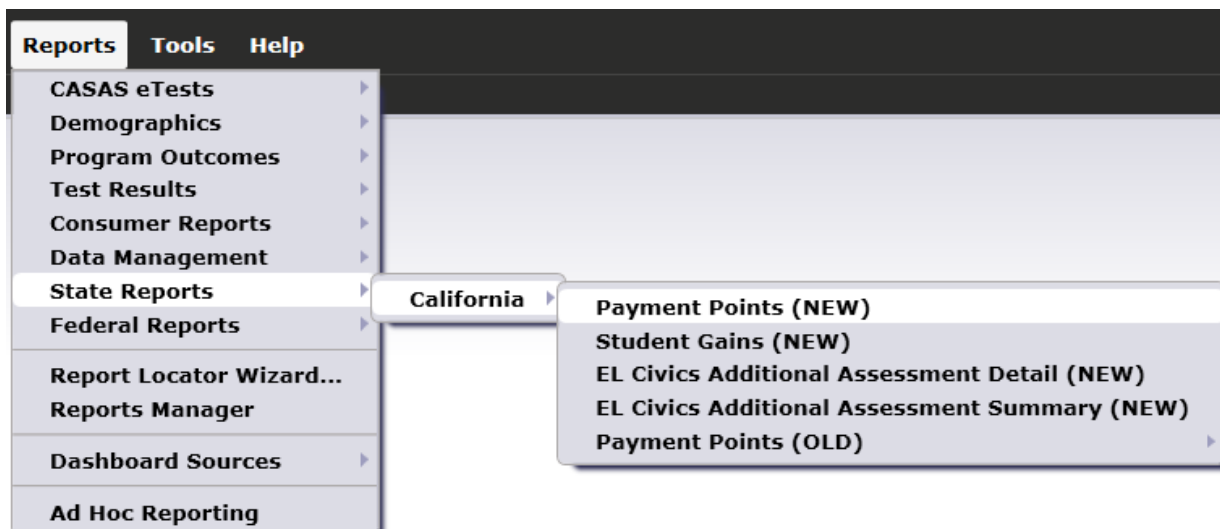# Generating the "EL Civics Monitor" Using California Payment Points Reports in TE

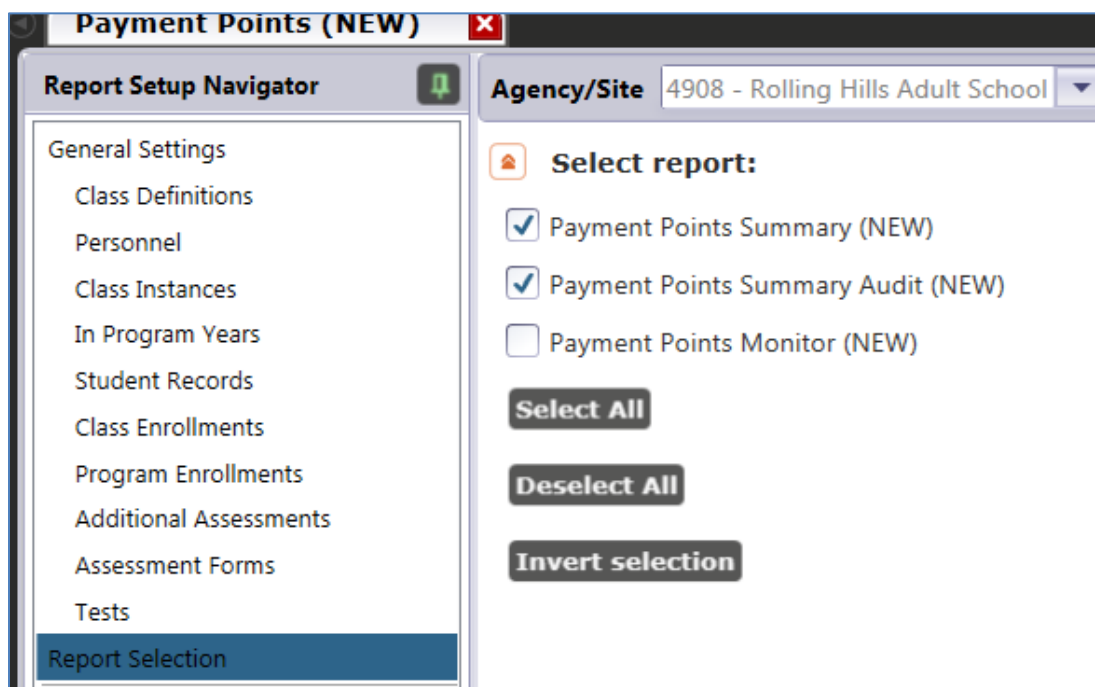TE now includes two EL Civics reports:

- EL Civics Additional Assessment Summary
- EL Civics Additional Assessment Detail

A notable omission from the TE menu, that did appear in the TOPSpro reports menu, is the EL Civics Monitor. There is no specific report like this on the TE reports menu because you can generate the EL Civics Monitor using the existing TE payment points reports.

1. On the **Reports** menu, point to **State Reports**, then point to **California**, and select **Payment Points**.

2. This opens the setup window. On the Navigator bar, select **Report Selection**.

3. Click **Deselect All**, then click **Payment Points Summary**, and then click **Generate**.

4. The *Payment Points Summary* report appears. This report shows, by program and focus area, the number of qualified enrollees, number of those with paired pre- and post-tests, and, of those with paired scores, the item count and percentage of learners who achieved each payment points outcome.

CASAS

Payment Points Summary (NEW)

02/28/2014
08:07:57

Agency: 4908 - Rolling Hills Adult School
Program Year: 2013-2014

Funding: ☐ 225 Funding   ☑ 231 Funding
☑ Civic Participation   ☑ Citizenship Preparation

Funding	Program/ Focus Areas	Total # of Enrollees Overall	Total # of Enrollees Overall with paired scores	Completed NRS Educational Level		Advanced NRS Educational Level		Received a GED Certificate		Received a High School Diploma		Passed CAHSEE		Passed Citizenship Interview Test		Passed Government & History Test		SOD 1		SOD 2		Total PP
				N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
225/231	Basic Skills (ABE)	46	21	9	42.9	4	19.0	1	2.2	0	0.0	0	0.0									14
	ESL	232	192	116	60.4	75	39.1	1	0.4	0	0.0	0	0.0									192
	Adult Secondary Education	5	1	2	200	0	0.0	2	40.0	0	0.0	0	0.0									4
EL Civics	Civic Participation	29	17															16	94.1	10	58.8	26
	Citizenship Preparation	8	4											0	0.0	2	50.0					2
	Totals:	**320**	**235**	**127**	**39.7**	**79**	**24.7**	**4**	**1.7**	**0**	**0.0**	**0**	**0.0**	**0**	**0.0**	**2**	**0.6**	**16**	**5.0**	**10**	**3.1**	**238**

Number of unduplicated learners: 283

Notes: Total # of Enrollees Overall is a duplicated count of students across programs.
Percentages for GED and High School Diploma are based on total number of enrolle
All other percentages are based on total number of enrollees with paired scores.

▨ Not Applicable

6. Right-click the same cell showing 22 ABE learners with paired scores. The generates a menu of options:

22	13 59 1 2 9 1 1 2 2
209	**Students - In Program Years Population** Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
0	
0	**Students - Records Population** Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
0	
0	**Programs - Enrollments Population** Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
0	
0	**Classes - Enrollments Population** Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
0	
24	**Classes - Records Population** Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
6	
	CASAS Pre/Post Tests Population Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
	EL Civics Tests Population Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes
	Drill Down to Monitor Agency = Rolling Hills Adult School Program Year = 2012-2013 Focus Program = ABE/ESL - Basic Skills (ABE) Has Paired Scores = Yes.

- Use Students – In Program Years to verify the correct list of students and match the item count.

- Go to Student Records, Program Enrollments, Class Enrollments, and Class Records to view additional information in those listers.

- Drill down to CASAS Pre/Post Tests to view all test administrations taken into account for Payment Points consideration.

- Go to EL Civics Tests to view all of your EL Civics Additional Assessments taken into account for Payment Points consideration.

- Click Drill Down to Monitor to view the Payment Points Monitor report for just the students included in that cell.

7. The last option shown on the graphic above is how we can generate the EL Civics Monitor.

8. On the **Payment Points Summary** report, right-click the item count under **Total # of Enrollees Overall** listed for one of the EL Civics focus areas. In this example, right-click the count of 29 students enrolled in EL Civics Civic Participation.

Funding	Program/ Focus Areas	Enrollees Overall	with paired scores	Level N	%
	Basic Skills (ABE)	46	21	9	42.9
225/231	ESL	232	208	132	63.5
	Adult Secondary Education	5	1	2	200
EL Civics	Civic Participation	29	23		
	Citizenship Preparation				
	Totals:				

Number of unduplicated learners:

- Students - In Program Years Population
- Student Population
- Students - Records Population
- Programs - Enrollments Population
- Classes - Enrollments Population
- Classes - Records Population
- CASAS Pre/Post Tests Population
- EL Civics Tests Population
- Drill Down to Monitor
- Drill Down to Student Gains

9. Click **Drill Down to Monitor**. This generates the **Payment Points Monitor** report for only those students enrolled in EL Civics Civic Participation—that is, the same population as would appear in the EL Civics Monitor report.

CASAS

06/11/2014
14:10:38

Payment Points Summary (NEW)
Drill Down to Monitor

Page 1 of 3
PPSR2

Program Year: 2013-2014   Agency: 4908 - Rolling Hills Adult School

DR	FA	Student		Instructional Program	Completed	Advanced	HSE	HS	CAHSEE	G & H	CIT	AA 1	AA 2	Form	Score	Level	Site - Class	Form	Score	Level	Site - Class	Gain	AA1 Form	AA2 Form	U	T	D
15b	4	093548385	Lam, Phat	ESL	Y	A1								081R	195	ESL 3	1 - 12345	081RX	202	ESL 4	1 - 12345	7			18	0	0
	1	156236566	Tsakalides, Nicolai	ESL								Y		085R	222	ESL 6	2 - 6613						001C		88	85	0
15b	1	159357951	Hasan, Tariq	ESL						Y				083L	195	ESL 3	2 - 6618	084L	198	ESL 3	2 - 6618	3			56	56	0
	1	21194049	Hernandez, Mary	ESL	Y	Y						Y	Y	083R	205	ESL 4	2 - 6631	084R	216	ESL 5	2 - 6631	11	006C	001C	30	30	0
15b	1	258456852	Bol, Mianda	ESL										081RX	196	ESL 3	2 - 6624	082RX	197	ESL 3	2 - 6624	1			59	51	0
06	1	29120899	Guzman, Elizabeth	ESL								•											046C		55	0	0
06	1	43114213	Montoya, Miguel	ESL								•											046C		70	0	0
15b	1	509830030	Good, Jenny B	ESL	Y	A1								081R	180	ESL 1	1 - 12345	082R	193	ESL 3	1 - 12345	13			56	0	0
	1	54194048	Ortiz, Juana	ESL							Y	Y		083R	216	ESL 5	2 - 6631	084R	216	ESL 5	2 - 6631	0	045C		30	60	0
	1	599101111	Romero, Isidro	ESL	Y	Y						Y		081L	191	ESL 3	2 - 6624	082L	203	ESL 4	2 - 6624	12	001C		110	20	0
15c	1	599661101	Donez, Joselina	ESL	Y	Y						Y	Y	011R	199	ESL 3	2 - 6611	012R	204	ESL 4	2 - 6611	5	001C	046C	195	50	0
	1	599661103	Pham, Lin	ESL	Y	Y						Y	Y	011R	199	ESL 3	2 - 6611	012R	205	ESL 4	2 - 6611	6	001C	046C	75	95	0
15b	1	599661104	Barrosco, Manuel	ESL										083L	212	ESL 5	2 - 6619								68	40	0
	1	599661105	Schumann, Zola	ESL	Y	Y						Y		084R	216	ESL 5	2 - 6613	085R	224	ESL 6	2 - 6613	8	001C		100	24	0
15b	1	599661106	Granados, Luis	ESL	Y	Y					Y	Y		084L	206	ESL 4	2 - 6618	085L	214	ESL 5	2 - 6618	8			70	57	0
15b	1	599661107	Perez, Luis	ESL	Y	A1	Y							015R	225	ESL 6	2 - 6619	HSE							45	23	0
	1	599661109	Hernandez, Janine	ESL	Y	Y						Y		084L	206	ESL 4	2 - 6619	085L	224	ESL 6	2 - 6619	18	004C		110	42	0
	1	599661110	Voten, Jasone	ESL	Y	Y						Y		083R	212	ESL 5	2 - 6613	084R	226	ESL 6	2 - 6613	14	013C		90	25	0

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10. Right click the cell showing the 8 Citizenship Preparation learners to generate the Monitor report for that EL Civics focus area.
11. Refer to the TE help document *"California Payment Points Reports in TE – drill down options"* for more information about how to interpret data on the **Payment Points Monitor**.