# California Payment Points Reports in TE – Drill Down Options

TE includes four different reports to help California WIA II agencies manage their payment points:

- ***Payment Points Summary***
- ***Payment Points Summary Audit***
- ***Payment Points Data Flags***
- ***Payment Points Monitor***

1. On the Reports menu, point to *State Reports*, then point to *California*, and select *Payment Points* (NEW).
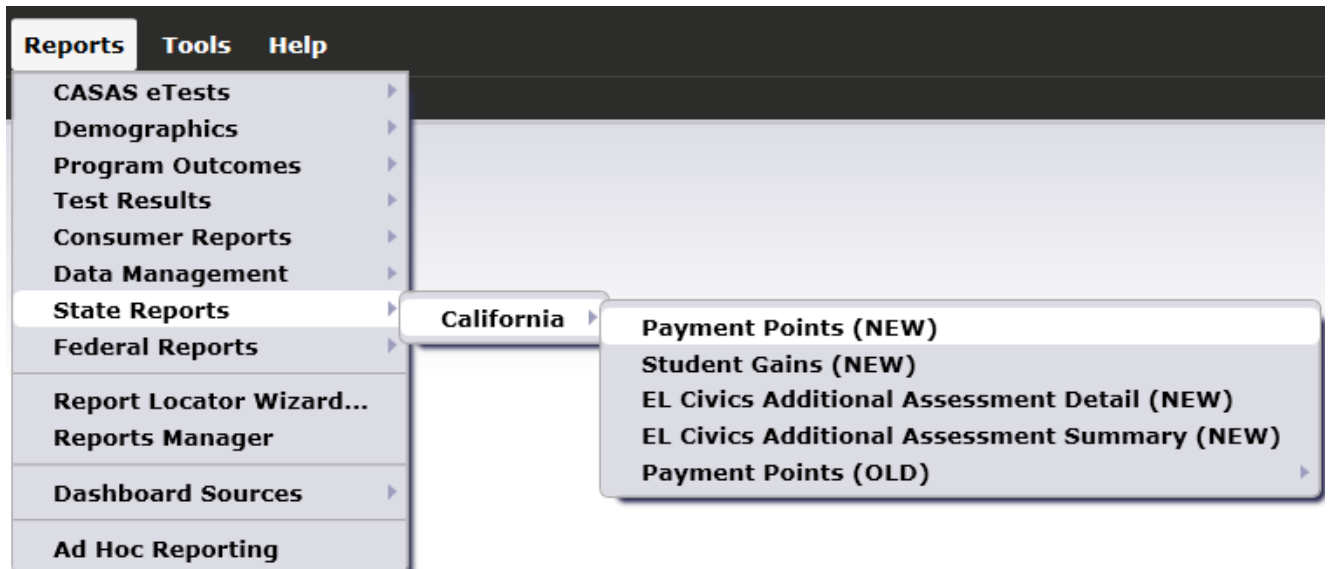
2. This opens the setup window. On the Navigator bar, select *Report Selection*.
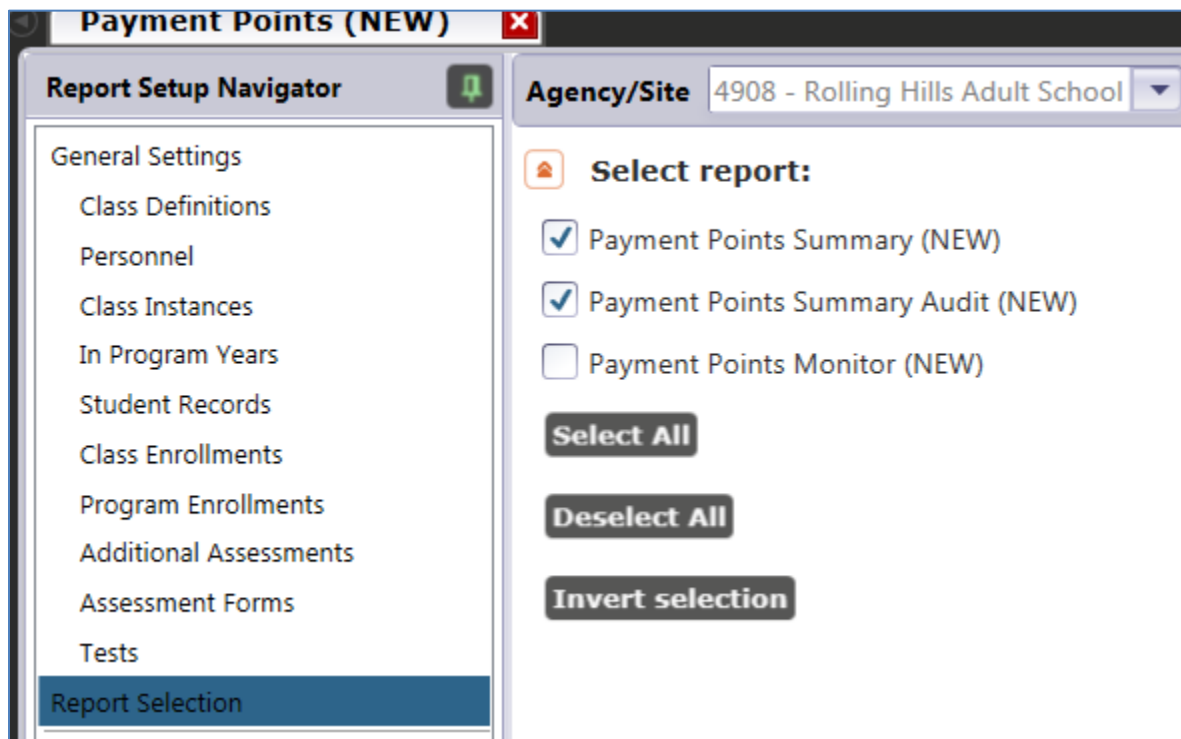
3. By default, TE will generate the *Summary* and *Summary Audit*, but will not create the *Monitor* unless you specify this in the setup window.

4. Leave the default selections as shown in the graphic above, and click **Generate**.

5. The **Payment Points Summary** report appears first. This is the report that is required for WIA II End of Year reporting. 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

02/28/2014
08:07:57

Payment Points Summary (NEW)

Page 1 of 2
PPSR2

Agency: 4908 - Rolling Hills Adult School

Program Year: 2013-2014

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

				Payment Points																	
					Benchmarks											Student Outcome Dataset					
		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
Funding	Program/ Focus Areas			N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	PP
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. Hover your mouse over the figures that display on the report. In this example, we hover over the 46 total that represents the number of qualified ABE students. Click that number to drill down.


Funding	Program/ Focus Areas	Total # of Enrollees Overall	Total # of Enrollees Overall with paired scores
225/231	Basic Skills (ABE)	46	21
	ESL	232	192
	Adult Secondary Education	5	1
EL Civics	Civic Participation	29	17
	Citizenship Preparation	8	4
	Totals:	320	235
	Number of unduplicated learners:	283	

7. This generates the list of these 46 students represented in that report cell.

	Program year		Site		Student ID		Name		Birth Date		Gender
7/1/2013 - 6/30/2014		1 - North Cam...		023945893		Trayla B Ford		3/16/1984		Female	
7/1/2013 - 6/30/2014		1 - North Cam...		090983439		Krissy Bartholomew		9/9/1981		Female	
7/1/2013 - 6/30/2014		5 - Sunrise Ce...		112211121		Eduardo Montalban		11/11/1969		Male	
7/1/2013 - 6/30/2014		5 - Sunrise Ce...		129101112		Miguel Herrara		2/23/1983		Male	

8. On the Report Viewer Navigator bar, click **Payment Points Summary** to return to the report.
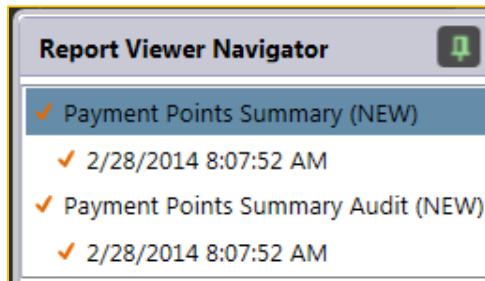
9. Highlight and click any of the cells on this report to drill down for more information.
10. This time, right click on the same cell showing 46 qualified ABE learners. The generates a menu of options:
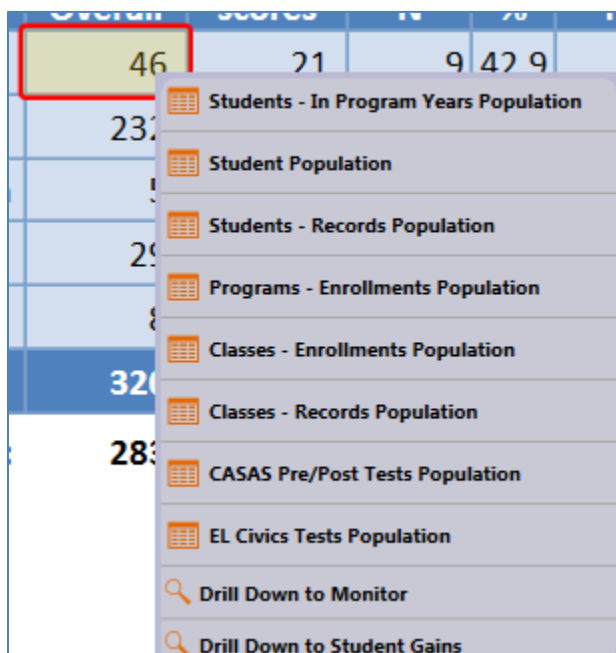
- Use *Students – In Program Years* to verify the correct list of students and match the item count.
- Student Population goes directly to the Student Demographics record, where you can make direct edits to key demographics fields.
- Go to *Students-Records, Programs-Enrollments, Classes-Enrollments*, and *Classes-Records Populations* 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, and *EL Civics Tests* to view all of your EL Civics Additional Assessments.
- Click *Drill Down to Monitor* to view the Payment Points Monitor report for just the students included in that cell.
- *Drill Down to Student Gains* displays that report for just the students in that cell.

11. On the Report Viewer Navigator, select **Payment Points Summary Audit**.

Report Viewer Navigator

✓ Payment Points Summary (NEW)
   ✓ 2/28/2014 8:07:52 AM
✓ Payment Points Summary Audit (NEW)
   ✓ 2/28/2014 8:07:52 AM

12. The **Payment Points Summary Audit** now appears. This report is new in TE, and did not appear in TOPSpro. This report compares the number of WIA II records in the database to the number that met all criteria to qualify for payment points, lists each payment points drop reason, and summarizes the number of students that were dropped for each reason.

CASAS

Payment Points Summary Audit (NEW)

02/28/2014
08:07:57

Page 1 of 1
PPSA2

Agency: 4908 - Rolling Hills Adult School	Funding: ☐ 225 Funding	☒ 231 Funding
Program Year: 2013-2014	☒ Civic Participation	☒ Citizenship Preparation

Run Statistics

Number selected	347
Number included in report	283

	Duplicated Cases		Unduplicated Cases	
Dropped from entire report	#	%	#	%
01 Missing birthdate or age outside of 16-110	1	0.29	1	0.29
02 Less than 12 hours of instruction	54	15.56	54	15.56
03 Concurrently enrolled in High School/K12	6	1.73	5	1.44
04 No Gender	1	0.29	0	0.00
05 No Ethnicity/race	5	1.44	4	1.15
Number Dropped from entire report	67	19.31	64	18.44

	Duplicated Cases		Unduplicated Cases	
Dropped from 225/231 Section	#	%	#	%
06 No accurate placement test or self-reported ASE High level	66	19.02	66	19.02
09 ESL Learner pretest score at ASE educational functioning level	0	0.00	0	0.00

	Duplicated Cases		Unduplicated Cases	
Dropped from EL Civics Section	#	%	#	%
15a Incomplete EL Civics Outcome datasets	1	0.29	1	0.29
15b Incomplete Civic Participation Outcome dataset	20	5.76	19	5.48
15c Incomplete Citizenship Preparation Outcome dataset	6	1.73	5	1.44
17 EL Civics student in non-ESL program	1	0.29	0	0.00
18 Unfunded Payment Point	0	0.00	0	0.00
19 AA passed and highest test score below 180	3	0.86	0	0.00
Number Dropped from EL Civics Section	31	8.93	25	7.20

TOPSpro Enterprise 2.0 build 262	Copyright © CASAS 2014	Prepared by: E/Coordinator Coordinator 2

13. Right click on the cell showing 54 learners dropped for less than 12 hours of instruction.

Dropped from entire report	Duplicated Cases	
	#	%
01 Missing birthdate or age outside of 16-110	1	0.29
02 Less than 12 hours of instruction	54	15.56
03 Concurrently enrolled in High School/K12		
04 No Gender		
05 No Ethnicity/race	5	1.44

Students - In Program Years Population
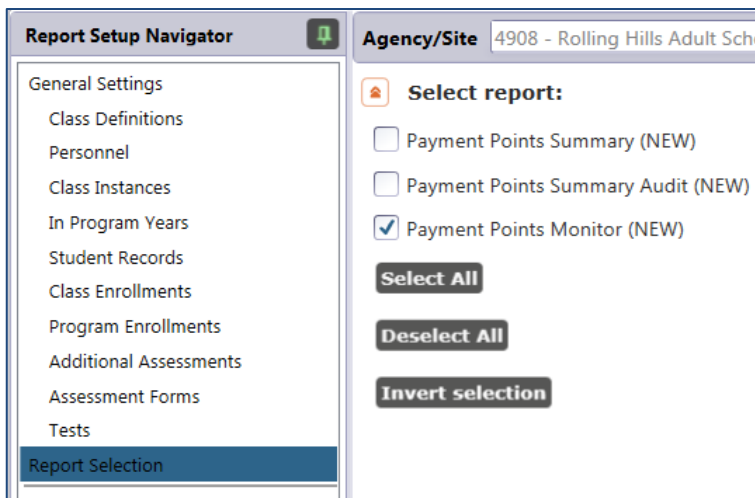Classes - Records Population
Drill Down to Monitor

14. Right-clicking cells from this report enables you to drill down to the *Students - In Program Years* and *Class-Records* listers, as well as to the **Payment Points Monitor** report. The specific right-click selections depend upon the specific cell you are clicking.

    Note: when drilling down, be sure to use the **Duplicated Cases** column.

    • **Duplicated Cases** displays correct item counts for each drop reason.
    • **Unduplicated Cases** shows results following the exact logic TE employs when evaluating drop reason to calculate PP totals.

15. Return to the report setup tab and refer to **Report Selection**.

16. Click Invert selection. This will deselect the two reports we just generated, and check the box for **Payment Points Monitor**. Click **Generate.**

Report Setup Navigator

General Settings
  Class Definitions
  Personnel
  Class Instances
  In Program Years
  Student Records
  Class Enrollments
  Program Enrollments
  Additional Assessments
  Assessment Forms
  Tests
Report Selection

Agency/Site 4908 - Rolling Hills Adult Scho

Select report:

☐ Payment Points Summary (NEW)
☐ Payment Points Summary Audit (NEW)
☑ Payment Points Monitor (NEW)

Select All
Deselect All
Invert selection

17. Click **General Settings**. In the main setup window there are two noteworthy checkboxes:

    a. **Show only learners with attainable PPs** restricts the report only to students that have completed requirements to earn a payment point, but who are presently excluded for one of the drop reasons. If you want to run the PP Monitor for all students, you may want to verify that this box is unchecked.

    Show only learners with attainable PPs: ☐

    b. **Break on Class** generates a class by class view of the report. This feature may be especially helpful when running the PP Monitor.

    Break on Class: ☑

18. The ***Payment Points Monitor*** provides a more detailed account of an agency's payment points, listing all outcomes for each student, as well as the specific assessments in the database that serve as each person's pretest and post-test for payment points purposes.

CASAS

02/28/2014
08:32:16

Payment Points Monitor (NEW)

Page 1 of 2
PPM2

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

| | | | | | | | | | | | Benchmarking Tests | | | | | | | | | | Instr. Hours | | |
| | | | Completed | Advanced | GED | HS | CAHSEE | G & H | CIT | SOD 1 | SOD 2 | Pretest | | | | Posttest | | | | SOD1 | SOD2 | | | |
DR	FA	Student	Instructional Program										Form	Score	Level	Site - Class	Form	Score	Level	Site - Class	Gain	Form	Form	U	T	D
03	4	049485858 McGarnagle, Carey D	GED	*		*							037M	236	ASE L	1 - 3	Completed							75	0	0
06	1	29120899 Guzman, Elizabeth	ESL								*											046C		55	0	0
01	1	298349872 River, Autumn	Basic Skills (ABE)	*	*								085R	226	ABE 4	1 - 1	086R	237	ASE L	1 - 1	11			39	0	0
03	1	34286756 Rivera, Socorro	ESL	*									083R	215	ESL 5	6 - 003	084R	220	ESL 5	6 - 003	5			81	108	0
06	1	43114213 Montoya, Miguel	ESL								*											046C		70	0	0
05	1	571571367 Salvador, Nina	ESL	*	*								082RX	200	ESL 3	11 - 110	081RX	204	ESL 4	11 - 110	4			176	0	0
05	1	587789996 Sufez, Ricky	ESL	*	*								185R	225	ESL 6	11 - 111	187R	242		11 - 111	17			85	0	0
02	1	62120184 Perez, Elvia	ESL								*	*										028C	030C	0	10	0
06	1	87126914 Xu, Xing	ESL								*											001C		50	0	0
05	1	876034251 Barak, Atsede	ESL	*	*								083R	209	ESL 4	6 - 003	084R	213	ESL 5	6 - 003	4			36	0	0
02	4	938598358 Groznik, Joe L	GED				*																	0	0	0
02	1	96191583 Aguilar, Lisa	ESL								*											028C		0	0	0
02	1	987459744 Cork, Josh P	Basic Skills (ABE)	*									035M	212	ABE 3	1 - 1	036M	220	ABE 3	1 - 1	8			0	0	0
		Total learners in this group: 13																								

Note: Asterisks denote potential payment points not awarded due to not fulfilling a specific NRS criteria.

DR = Drop Reason
FA = Focus Area
U = Update hours
T = Test hours
D = Daily hours

Focus Area
0 = No Focus   4 = Adult Secondary Education
1 = ABE/ESL   5 = Civic Participation
2 = Vocational Litera 6 = Citizenship Preparation
3 = Family Literacy

TOPSpro Enterprise 2.0 build 262   *Copyright © CASAS 2014*   *Prepared by: E/Coordinator Coordinator 2*

19. Drill down on any cell showing Student ID or Name to drill down to access information for a specific student. Right-click to access any of seven different listers and three reports displaying additional data for just that one student.

Student
005208216   Rick Williams
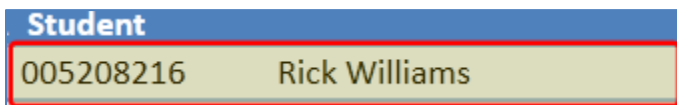
20. Drill down or right-click *Instructional Program* to generate the Program Enrollments record for that one student.

Instructional Program
Basic Skills (ABE)
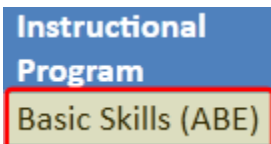
21. Drill down or right click any specific *Pre- or Post-test Score* to access the list of tests used to determine payment points attainment for that one student.

Pre
Form | Score
037M | 236
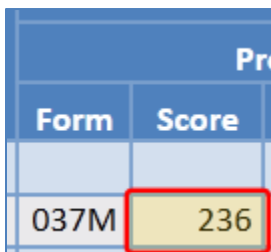
22. Drill down or right click the *Instructional Hours* totals to access that student's Class Record(s), where you can review more information about that student's attendance hours.

Instr. Hours		
U	T	D
0	0	0
75	0	0

23. Drill down or right click any of the cells marked *"Y"* or *"*"* to view more information about the earned payment point (when it is a Y) or potential payment point that was not earned (when an *).

   a. Selecting a cell for completing a level or advancing one or more levels drills down to the test lister for that listed student.

	Instructional Program	Completed	Advanced	
Fortier, Lori	Basic Skills (ABE)			
Alcazar, Leo	ESL			
Good, Jenny B	ESL	Y		
Bouvier, Lee	ESL			

   b. Selecting a cell for *GED, HSD, or CAHSEE* drills down to the Student Records lister for that student.

GED	HS
*	

   c. Selecting a cell for any of the EL Civics outcomes drills down to EL Civics assessments lister.

SOD 1	SOD 2
Y	Y
Y	