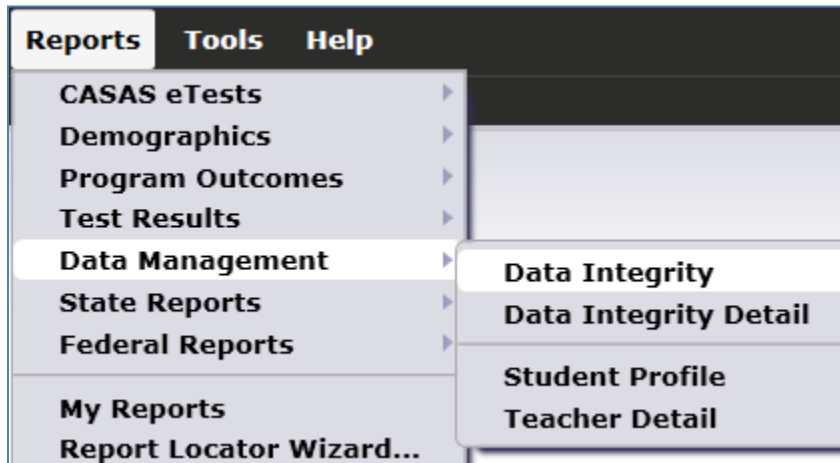
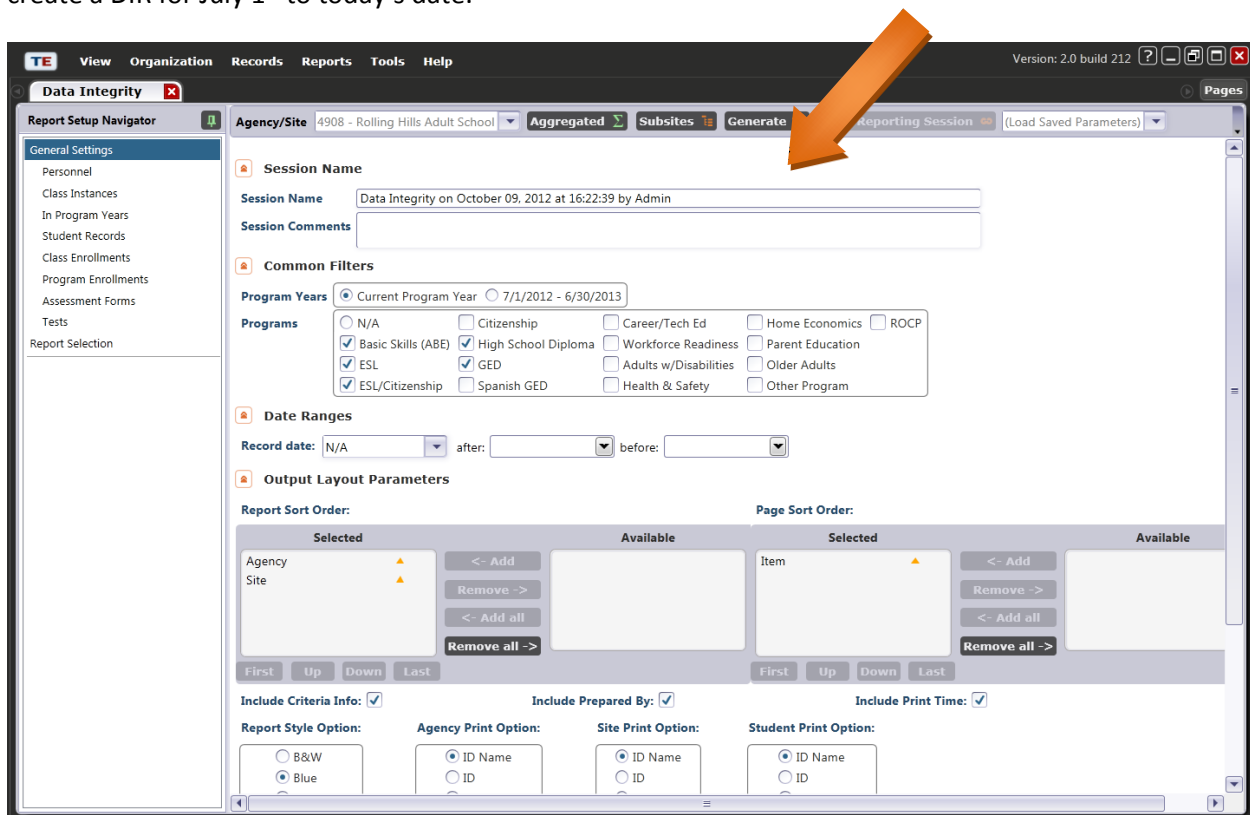


# Using Drill Down Options in the DIR

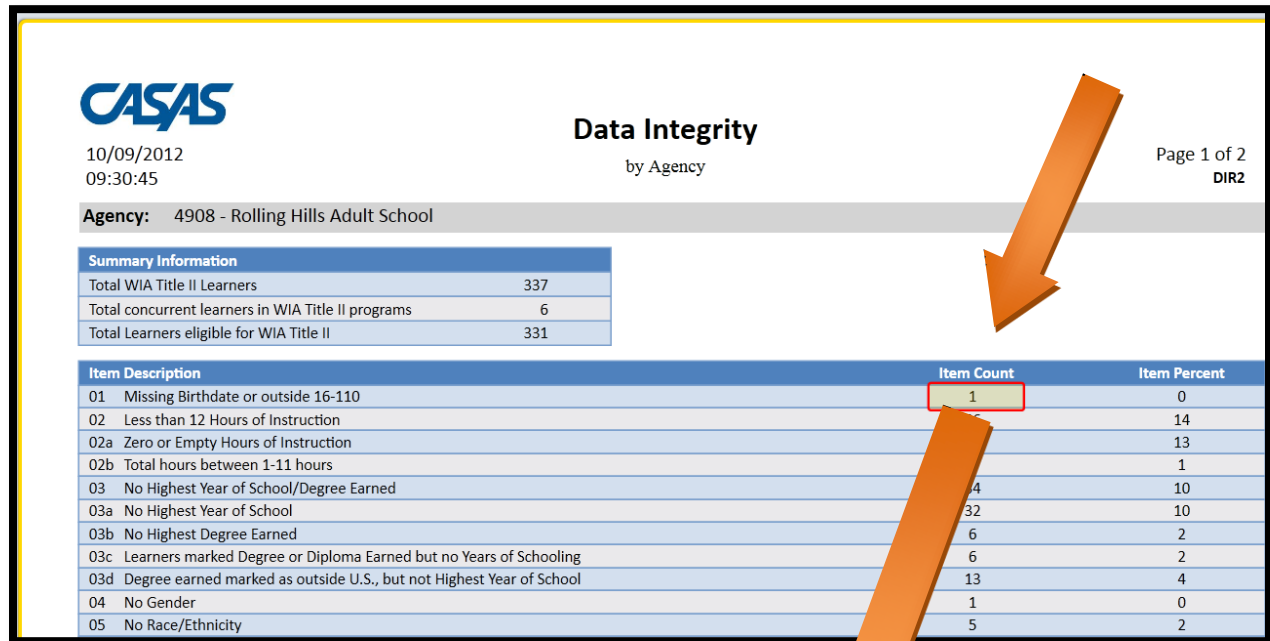
1. In TE, go to the **Reports**. Choose **Data Management**, then **Data Integrity**.



2. The **Report Setup Window** will open. Without making any changes to the setup window, click **Generate** to create a DIR for July 1<sup>st</sup> to today's date.



3. This **DIR** is a “live” document. From this report, you can “drill down” to the student records included in these **Item Counts**.
  - Double-clicking on each **Item Count** will open a list of the students assigned to that item.
4. Review **Item 01 – Missing Birthdate or outside 16-110**
  - Hover over the **Item Count** , to highlight the item count in DIR item 1.
  - Click the item count of “1” and the lister showing this record will open.



**CASAS**  
10/09/2012  
09:30:45

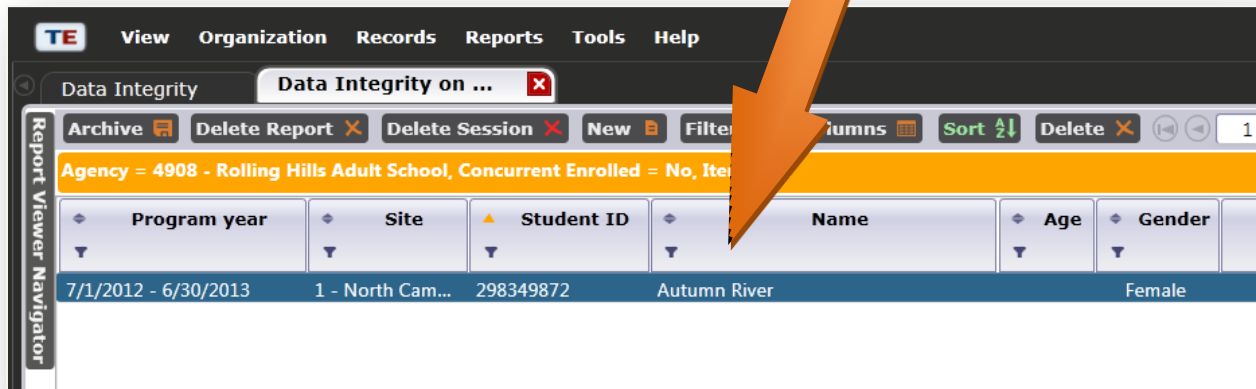
**Data Integrity**  
by Agency

Page 1 of 2  
DIR2

Agency: 4908 - Rolling Hills Adult School

Summary Information	
Total WIA Title II Learners	337
Total concurrent learners in WIA Title II programs	6
Total Learners eligible for WIA Title II	331

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	1	0
02 Less than 12 Hours of Instruction	14	14
02a Zero or Empty Hours of Instruction	13	13
02b Total hours between 1-11 hours	1	1
03 No Highest Year of School/Degree Earned	14	10
03a No Highest Year of School	12	10
03b No Highest Degree Earned	6	2
03c Learners marked Degree or Diploma Earned but no Years of Schooling	6	2
03d Degree earned marked as outside U.S., but not Highest Year of School	13	4
04 No Gender	1	0
05 No Race/Ethnicity	5	2



**TIE** View Organization Records Reports Tools Help

Data Integrity Data Integrity on ...

Archive Delete Report Delete Session New Filter Columns Sort Delete 1

Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item


Program year	Site	Student ID	Name	Age	Gender
7/1/2012 - 6/30/2013	1 - North Cam...	298349872	Autumn River		Female

5. Double-click anywhere on the blue bar to open Autumn River’s record.

6. In the blue section at the top of the record, double-click the link next to **Student** to open Autumn's record.

The screenshot shows the TE system interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The main window has a 'Data Integrity' tab and a '298349872 - Autumn...' tab. On the left is a 'Navigator' pane with options like 'Edit / View', 'Student Records', 'Class Enrollments', etc. The main content area is titled 'Student in Program Year Information' and contains fields for 'Site: 1 - North Campus', 'Program Year:', 'Student: 298349872 / Autumn River', 'Female', and 'Birth'. Below this are sections for 'Training', 'Services Previously Received', 'Services Received In Program', 'Services', 'Supported Services Received In Program', and 'Supported Services Needs Assessment'. An orange arrow points to the 'Student' link, and an orange callout box says 'Double-click on the student's name to open the record.'

The screenshot shows the TE system interface with the 'Student Information' form open. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The main window has a 'Data Integrity' tab and a '298349872 - Autumn...' tab. The 'Navigator' pane on the left shows options like 'In Program Years', 'Student Records', 'Class Enrollments', etc. The 'Student Information' form includes fields for 'Agency/Site: 4908 / 1 - North Campus', 'Student: 298349872 / Autumn River', 'Birth Date:', 'Gender: Female', 'Title:', 'First Name: Autumn', 'Middle Name:', 'Last Name: River', 'SSN:', 'Consent: Signed', 'NEDP ID:', 'GED ID:', and 'CSIS ID:'. There are also buttons for 'New', 'Save', 'Cancel', 'Delete', 'Duplicate', 'Section List', 'Collapse All', 'Save Schema', and 'More'.

7. Click the pencil icon  to open the edit view. Here you can add Autumn's birthdate.

The screenshot shows a birth date selection calendar. The 'Birth Date:' field is set to '3/16/1988'. The calendar displays the month of March 1988, with the date 16 selected. The calendar includes a header for the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a grid of dates from 1 to 31.

8. Click **Save**. Close all tabs except the first tab on the left. This is your report setup screen.

- Click **Generate** to create a new report. You will see that there are no longer any item counts on item 1.

**CASAS**  
02/05/2013  
21:25:15

**Data Integrity**  
by Agency

Page 1 of 2  
DIR2

Agency: 4908 - Rolling Hills Adult School

Summary Information	
Total WIA Title II Learners	337
Total concurrent learners in WIA Title II programs	6
Total Learners eligible for WIA Title II	331

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	0	0
02 Less than 12 Hours of Instruction	46	14
02a Zero or Empty Hours of Instruction	43	13
02b Total hours between 1-11 hours	3	1
03 No Highest Year of School/Degree Earned	34	10
03a No Highest Year of School	32	10
03b No Highest Degree Earned	6	2
03c Learners marked Degree or Diploma Earned but no Years of Schooling	6	2
03d Degree earned marked as outside U.S., but not Highest Year of School	12	4
04 No Gender	1	0
05 No Race/Ethnicity	5	2

## More Drill Down Options

- This time, instead of directly “drilling down” on a DIR item, right-click the item count. In this example, right-click the item count for DIR item 22, less than 40 hours of instruction.

21	Learners with a pretest in the conservative estimate range	13
22	Learners with a pre-/post-test pair but less than 40 hours of instruction	35

**Students - In Program Years Population**  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
Item = 22

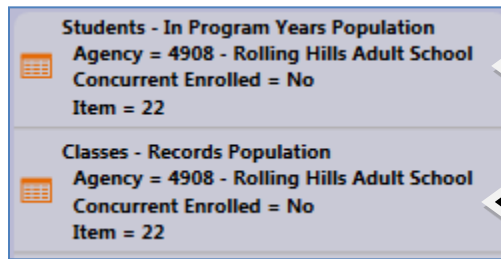
**Classes - Records Population**  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
Item = 22

**Drill Down to Data Integrity Detail**  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
DIR Item = 22.

**Drill Down to Details Audit**  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No

- In this example, there are four different drill down options—two that direct you to listers, and two that go to other TE reports.
- The selections you see for item #22 are specific to #22 – the right-click options vary depending on the data element you are reviewing.

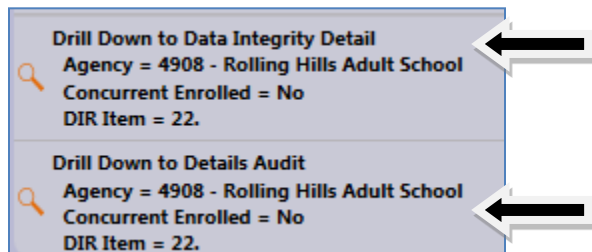
13. The two listers available are **Students – In Program Years** and **Classes – Records**.



**Students – In Program Years** directs you to the lister where the item count will exactly match. This option is useful if you want to verify the item count, or the specific identity of the students included in the count.

**Classes – Records** will display a lister where the item count will *not* match. Instead, this lister includes the specific information in the DIR item (in this example, item 22.) This option is useful if you are ready to correct the data in that particular DIR item.

14. The two reports available are the **Data Integrity Detail** and the **Data Integrity Detail Audit**.



**Data Integrity Detail** displays a “roster” style report that lists students by class, with each outstanding item indicated by a dot. This report is useful to disseminate to teachers and other agency staff who need to verify data for a particular group of students.

**Data Integrity Detail Audit** includes a separate page for each student. Each page contains all data elements about that one student. This report is helpful when you need an exhaustive account of the student’s data to determine what corrective action is necessary for that student.


15. Right-click the item count in DIR item #22, and then click **Classes –Records Population**. Note the item count on the lister is much larger than what displays on the DIR.

Keep Session  Delete Session  New  Filter  Columns  Sort  Delete  1 / 158						
Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 22						
Site	Student ID	Name	Record Date	Class ID	Class name	
11 - North...	515119987	Walter Przesmicki	6/17/2013	110	Low Beginning	
11 - North...	566665175	Tiao Yang	6/16/2013	110	Low Beginning	
11 - North...	555565723	Jaime Garcia	6/11/2013	110	Low Beginning	

16. Open the class record for Walter Przesmicki.

17. Click the Edit icon next to **Activity in Classes**.



**Activity in Class**

**Record Date:**  

**Participations:**

- ☐ Student Update (Cumulated)
- ☐ Daily Attendance
- ☐ Student Observation
- ☐ Student Test
- ☐ Student Update

18. For this example, check **Student Test**, and input that Walter has 75 hours of instruction. Click **Save**.



**Activity in Class**

**Record Date:**

**Participations:**





☐ Student Update (Cumulated)  
☐ Daily Attendance  
☐ Student Observation  
☒ Student Test   
☐ Student Update


19. Re-generate the **Data Integrity Report**. Note that the item count for #22 decreased by one.

20. Right-click again on DIR item #22.

22	Learners with a pre-/post-test pair but less than 40 hours of instruction	34
----	---	----

21. This time, select **Drill Down to Data Integrity Detail**. This report lists students by class, and indicates missing data by specific DIR items. In this example, note the report only includes students currently missing DIR item #22.

	<p><b>Students - In Program Years Population</b></p> <p>Agency = 4908 - Rolling Hills Adult School</p> <p>Concurrent Enrolled = No</p> <p>Item = 22</p>
	<p><b>Classes - Records Population</b></p> <p>Agency = 4908 - Rolling Hills Adult School</p> <p>Concurrent Enrolled = No</p> <p>Item = 22</p>
	<p><b>Drill Down to Data Integrity Detail</b></p> <p>Agency = 4908 - Rolling Hills Adult School</p> <p>Concurrent Enrolled = No</p> <p>DIR Item = 22.</p>
	<p><b>Drill Down to Details Audit</b></p> <p>Agency = 4908 - Rolling Hills Adult School</p> <p>Concurrent Enrolled = No</p> <p>DIR Item = 22.</p>



06/25/2013  
15:43:26

## Data Integrity

### Drill Down to Data Integrity Detail

by Agency

DIR Item = 22.

**Agency:** 4908 - Rolling Hills Adult School

**Site:** 1 - North Campus

**Class:** 1001 - ABE Intermediate

**Teacher:** 19 - Wrota, Rick

Student	01 No DOB, not 16-110	02a 0 hours	02b 1-11 hours	03a No Years of School	03b No Highest Degree	04 No Gender	05 No Race/Ethnicity	06e No Labor Force	07a No Entry	07b No Update	08 No Pretest	09 No Post-Test	10 No Valid Pair	19d No Update Status	21 Pretest high score	22 Pre/Post less 40 hr
274564719 Kim, Erica				•												•
666444517 Greenleaf, Skip																•
268095630 Karahan, Ayshem																•

## More Drill Down Options

10/23/2012  
09:02:24

**Data Integrity**  
by Agency

Agency: 4908 - Rolling Hills Adult School

Summary Information	
Total WIA Title II Learners	337
Total concurrent learners in WIA Title II programs	6
Total Learners eligible for WIA Title II	331

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	3	0.9%
02 Less than 12 Hours of Instruction	4	1.2%
02a Zero or Empty Hours of Instruction	4	1.2%
02b Total hours between 1-11 hours	0	0.0%
03 No Highest Year of School/Degree Earned	3	0.9%
03a No Highest Year of School	3	0.9%
03b No Highest Degree Earned	6	1.8%

Right-click on the Item Count and this dialogue box will open:

Students - In Program Years Population  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
Item = 01

Drill Down to Details Audit  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
DIR Item = 01.

Click "Students in Program Years" to get to the student's record.

Students - In Program Years Population  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
Item = 01

Drill Down to Details Audit  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
DIR Item = 01.

10/28/2012  
09:02:24

**Data Integrity**  
**Drill Down to Details Audit**  
by Agency

Student: 298349072 River, Autumn Agency: 4908 - Rolling Hills Adult School

Student Record	
Gender	Female
Birth Date	
Computed Age	
Age Group	
Ethnicity/Race/market	Not Hispanic or Latino, Indian
Derived Ethnicity/Race	Native
Func. Level Determination	Tests: Pretest-Posttest pair
Functioning Level	ABE int. high
Completed Level	Yes
Completed and Advanced	Yes
Separated Before Completed	No
No. of Entry Records	0
Lowest Instructional Program	BS
Highest Instructional Program	BS
Lowest Program Start Date	10/19/2012
Instructional Level	
Attainable Goals	H.S. Dipl./GED, Enter college or training
Special Programs	None
Personal Status	
Labor Force Status	Not employed/not seeking work
Annual Income	

Aggregated Entry Record	
No. of Update Records	0
Instructional Hours	39
Work Results	
Personal/Family Results	
Community Results	
Education Results	
Student Status	Retained in program
Student Progress	
GED Subsections Passed	

Agg. Test	
No. of Test Records	0
Instructional Hours (all Tests)	0
Instructional Hours Source	Update

Date	Score	Form	
Pretest	10/23/2012	226	003R
Posttest	11/20/2012	237	006R

Drop reasons

Drill Down Parameters: Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, DIR Item = 01

Click "Drill Down to Details Audit" to bring up all the information on the student.

Drill Down to Details Audit  
Agency = 4908 - Rolling Hills Adult School  
Concurrent Enrolled = No  
DIR Item = 01.