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

![Report Setup Window]

2. The Report Setup Window will open. Without making any changes to the setup window, click Generate to create a DIR for July 1st 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.

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.

7. Click the pencil icon  
   ![Pencil Icon]  
   to open the edit view. Here you can add Autumn’s birthdate.

8. Click **Save**. Close all tabs except the first tab on the left. This is your report setup screen.
9. Click **Generate** to create a new report. You will see that there are no longer any item counts on item 1.

![Data Integrity Report](image)

### More Drill Down Options

10. 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.

![Drill Down Options](image)

11. In this example, there are four different drill down options—two that direct you to listers, and two that go to other TE reports.

12. 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.

16. Open the class record for Walter Przesmicki.
17. Click the Edit icon next to **Activity in Classes**.

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

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.

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.
More Drill Down Options

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

Click “Students in Program Years” to get to the student’s record.

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