Payment Points 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. The **Payment Points Summary** report 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.

2. 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.
3. Each item listed on the Payment Points Summary Report has eight different drill down options when right-clicking—six that direct you to listers, and two that go to other TE reports. These options are the same for all cells in the Payment Points Summary.

4. The graphic below for Total # of Enrollees Overall in Basic Skills (ABE) is an example.

5. 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.
6. The Payment Points Summary Audit 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.

<table>
<thead>
<tr>
<th>Dropped from entire report</th>
<th>Duplicated Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Missing birthdate or age outside of 16-110</td>
<td>1 0.29</td>
</tr>
<tr>
<td>02 Less than 12 hours of instruction</td>
<td>54 15.56</td>
</tr>
<tr>
<td>03 Concurrently enrolled in High School/K12</td>
<td></td>
</tr>
<tr>
<td>04 No Gender</td>
<td></td>
</tr>
<tr>
<td>05 No Ethnicity/race</td>
<td></td>
</tr>
</tbody>
</table>

7. Right-clicking cells from this report also enables you to drill down in multiple ways – in this example, 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 on this report, be sure to use the Duplicated Cases column.

8. This graphic below summarizes the right-click options for the PP Summary Audit.
Payment Points Data Flags displays several data items important for payment points attainment. Some items are critical, while others are just informational – critical items are marked with a flag . The right-click selections for this report are similar for each specific section, but vary from topic to topic. The specific right-click options are listed in the graphic below.