

## Steps to Generate a Report

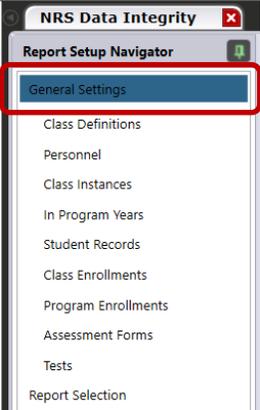
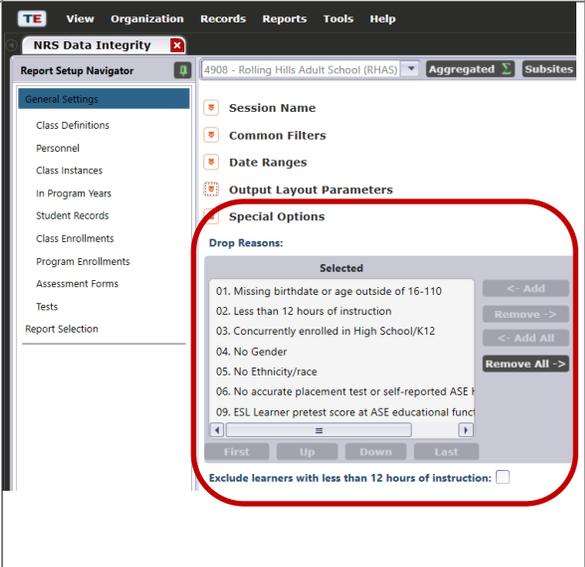
This document is a step-by-step tutorial on how to generate a **Report** in TOPSpro Enterprise. To demonstrate these steps, we will use the **NRS Data Integrity Report (DIR)** to walk you through the process for generating the report while highlighting some of the **Report Generator** features.

### NRS Data Integrity Report (DIR)

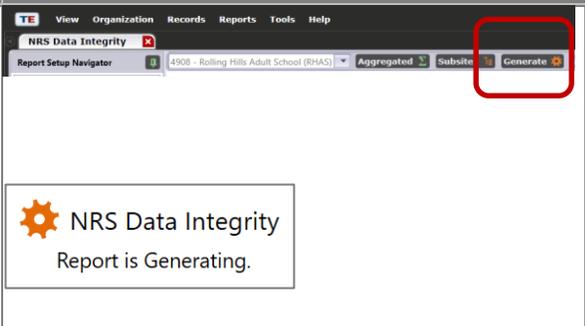
The DIR is an agency-level report that local programs use as an evaluative tool to monitor their data collection efforts. The report helps local programs monitor critical data for meeting local, state and federal reporting requirements. Local programs most often generate the DIR on a quarterly basis to check the integrity of their data so that necessary intervention can take place throughout the program year.

### Report Setup Screen

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu Bar</b> at top,                             <ul style="list-style-type: none"> <li>Click <b>Reports</b>.</li> </ul> </li> <li>Select <b>Data Management</b>.                             <ul style="list-style-type: none"> <li>Click <b>NRS Data Integrity</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>The <b>Report Generator</b> opens to a report setup screen.                             <ul style="list-style-type: none"> <li><b>Navigator</b> at left.</li> <li><b>Toolbar</b> at top.</li> </ul> </li> </ul>

Step	Screen	Description
3.		<p>Use the <b>Report Setup Navigator</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Define</b> specific settings using <b>General Settings</b>;</li> <li>• <b>Filter</b> the initial population using available lists of records;</li> <li>• <b>Choose</b> available sub reports from the <b>Report Selection</b>.</li> </ul>
4.		<p>The <b>General Settings</b> page contains <b>Special Options</b> specific for the <b>DIR</b> to:</p> <ul style="list-style-type: none"> <li>• Further filter the report, and</li> <li>• Target a specific segment of the learner population.</li> </ul>

## Generate the Report

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>• From the <b>Toolbar</b> at top of the <b>Report Setup</b> screen,             <ul style="list-style-type: none"> <li>○ Click <b>Generate</b>.</li> </ul> </li> <li>• Wait for the report to display.</li> </ul>

## Rendered Report

- At top of the DIR is **Summary Information** about all WIOA, Title II learners for your agency and the total number of learners who qualify for state and federal reporting.

Summary Information	Without PoP	2020-2021	PoP 1	PoP 2	PoP 3	PoP 4
Total WIOA Title II Learners	76	648	572	26	0	0
Learners Concurrently Enrolled in High School/K12	2	37	35	2	0	0
Total Learners eligible for WIOA Title II	74	611	537	24	0	0

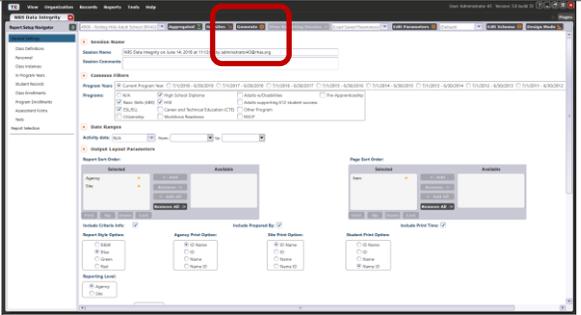
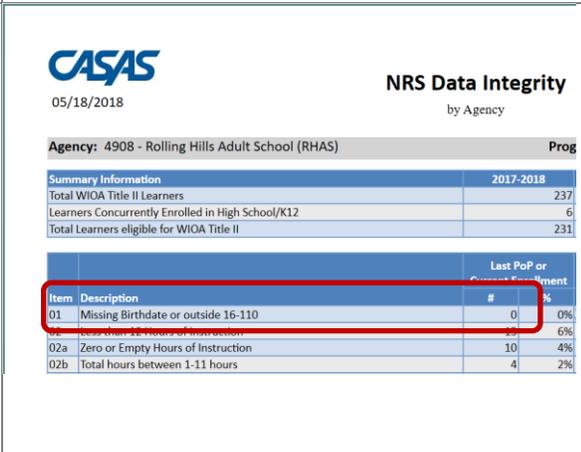
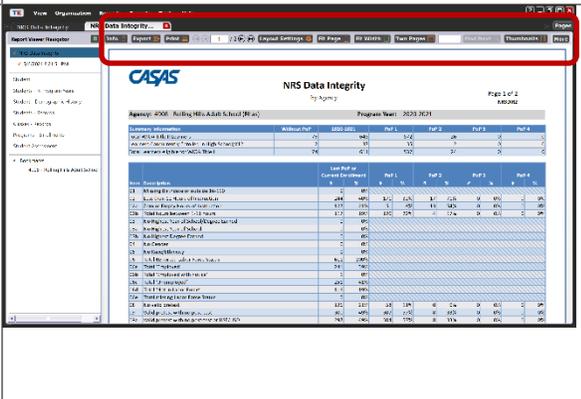
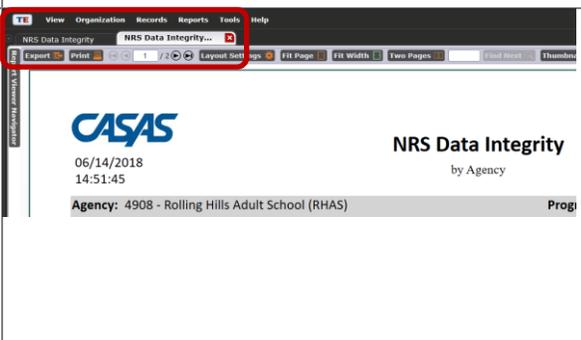
- Below the summary are **Data Integrity** items with number of learners per item and percentage of total learners eligible for WIOA, Title II.

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2		PoP 3		PoP 4	
		#	%	#	%	#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	1	0%								
02	Less than 12 Hours of Instruction	59	25%	28	15%	6	21%	0	0%	0	0%
02a	Zero or Empty Hours of Instruction	54	23%	23	12%	4	14%	0	0%	0	0%
02b	Total hours between 1-11 hours	4	2%	5	3%	1	3%	0	0%	0	0%
03	No Highest Year of School/Degree Earned	35	15%								
03a	No Highest Year of School	32	14%								
03b	No Highest Degree Earned	8	3%								
04	No Gender	1	0%								
05	No Race/Ethnicity	4	2%								
06	Total Reported Labor Force Status	131	56%								
06a	Total 'Employed'	56	24%								
06b	Total 'Employed with notice'	0	0%								
06c	Total 'Unemployed'	59	25%								
06d	Total 'Not in Labor Force'	16	7%								
06e	Total missing Labor Force Status	101	44%								
08	No Pretest	93	40%	51	27%	0	0%	0	0%	0	0%
09	No Post-Test	95	41%	98	52%	15	52%	0	0%	0	0%
09a	No Post-Test or HSE/HSD	94	41%	97	51%	14	48%	0	0%	0	0%
09b	No Post-Test and pretest below ASE High	94	41%	97	51%	14	48%	0	0%	0	0%
10a	Learners with a pre-/post-test pair	94	41%	91	48%	14	48%	1	100%	0	0%
10b	Learners with a pre-/post-test pair, but have not completed a level	32	14%	35	19%	3	10%	0	0%	0	0%
11a	Achieved Educational Functional Level Gain with pre- and post-testing	62	27%	56	30%	11	38%	1	100%	0	0%
11b	Achieved Educational Functional Level Gain with High School credits earned	0	0%	0	0%	0	0%	0	0%	0	0%
11c	Achieved Educational Functional Level Gain with Post-Secondary Outcome	1	0%	1	1%	0	0%	0	0%	0	0%
12a	Passed HSE	0	0%								
12b	Passed HSE but instructional program not HSE	0	0%								
12c	Passed HSE but Highest Degree Earned is HSE or higher	0	0%								
13a	Earned HS diploma	1	0%								
13b	Earned HS diploma but instructional program not HS diploma	0	0%								
14a	Learners with only One Period of Participation	160	69%								
14b	Learners with More than One Period of Participation	29	13%								
15a	Learners with 90-97 days between Dates of Service	2	1%	0	0%	2	7%	0	0%	0	0%
15b	Learners with 83-89 days between Dates of Service	1	0%	3	2%	1	3%	0	0%	0	0%
16	Learners enrolled in Integrated Education and Training (IET)	0	0%								
17	No Primary Goal	19	8%								
18	No Secondary Goal	28	12%								
19	Learners with at least one Barrier to Employment	9	4%								
19a	Learners with Multiple Barriers to Employment	0	0%								
19b	Learners with No Barriers to Employment	223	96%								
20	Learners Co-enrolled in WIOA Titles I, III, or IV	3	1%								
21	Learners with a pretest in the conservative estimate range	7	3%	8	4%	1	3%	0	0%	0	0%
22a	Learners with a pre-/post-test pair but less than 40 hours of instruction	25	11%	24	13%	6	21%	0	0%	0	0%
22b	Learners without a pre-/post-test pair but more than 40 hours of instruction	63	27%	56	30%	9	31%	0	0%	0	0%
22c	Learners without a pre-/post-test pair but more than 70 hours of instruction	46	20%	42	22%	5	17%	0	0%	0	0%

- 8.
- From this report, you can double-click to **drill down** on a data cell to open the list of student records assigned to that DIR Item. This is a very beneficial feature to make corrections to data or add missing data directly from the report.
  - The next few steps will take you through examples of moving from the summary information to detailed data by focusing on a specific data element.

Step	Screen	Description																																						
9.	<p><b>NRS Data Integrity</b> by Agency</p> <p>Agency: 4908 - Rolling Hills Adult School (RHAS)      Progr</p> <table border="1"> <thead> <tr> <th colspan="2">Summary Information</th> <th colspan="2">2017-2018</th> </tr> </thead> <tbody> <tr> <td>Total WIOA Title II Learners</td> <td></td> <td>237</td> <td></td> </tr> <tr> <td>Learners Concurrently Enrolled in High School/K12</td> <td></td> <td>6</td> <td></td> </tr> <tr> <td>Total Learners eligible for WIOA Title II</td> <td></td> <td>231</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Description</th> <th colspan="2">Last PoP or Current Enrollment</th> </tr> <tr> <th>#</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Missing Birthdate or outside 16-110</td> <td>1</td> <td>0%</td> </tr> <tr> <td>02</td> <td>Less than 12 Hours of Instruction</td> <td>15</td> <td>6%</td> </tr> <tr> <td>02a</td> <td>Zero or Empty Hours of Instruction</td> <td>10</td> <td>4%</td> </tr> <tr> <td>02b</td> <td>Total hours between 1-11 hours</td> <td>4</td> <td>2%</td> </tr> </tbody> </table>	Summary Information		2017-2018		Total WIOA Title II Learners		237		Learners Concurrently Enrolled in High School/K12		6		Total Learners eligible for WIOA Title II		231		Item	Description	Last PoP or Current Enrollment		#	%	01	Missing Birthdate or outside 16-110	1	0%	02	Less than 12 Hours of Instruction	15	6%	02a	Zero or Empty Hours of Instruction	10	4%	02b	Total hours between 1-11 hours	4	2%	<ul style="list-style-type: none"> <li>Review <b>Item 01 – Missing Birthdate or outside 16-110</b>. <ul style="list-style-type: none"> <li>Use your mouse to hover over the <b>Item Count</b>.</li> </ul> </li> <li>This highlights the cell with a red-colored rectangle. <ul style="list-style-type: none"> <li>Click once to <b>Drill Down</b>.</li> </ul> </li> </ul>
Summary Information		2017-2018																																						
Total WIOA Title II Learners		237																																						
Learners Concurrently Enrolled in High School/K12		6																																						
Total Learners eligible for WIOA Title II		231																																						
Item	Description	Last PoP or Current Enrollment																																						
		#	%																																					
01	Missing Birthdate or outside 16-110	1	0%																																					
02	Less than 12 Hours of Instruction	15	6%																																					
02a	Zero or Empty Hours of Instruction	10	4%																																					
02b	Total hours between 1-11 hours	4	2%																																					
10.	<p>NRS Data Integrity - 298349872 - Autumn...</p> <table border="1"> <thead> <tr> <th>Program year</th> <th>Site</th> <th>Student ID</th> <th>Name</th> <th>Birth Date</th> <th>Gender</th> <th>Race</th> </tr> </thead> <tbody> <tr> <td>15/0017 - 6/20/2019</td> <td>01 - RHAS: North Campus</td> <td>298349872</td> <td>Autumn River</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Program year	Site	Student ID	Name	Birth Date	Gender	Race	15/0017 - 6/20/2019	01 - RHAS: North Campus	298349872	Autumn River				<ul style="list-style-type: none"> <li>A new tabbed page opens with a list of students based on the drill-down item.</li> <li>To examine a record, <ul style="list-style-type: none"> <li>Double-click on the <b>Record</b> to open.</li> </ul> </li> </ul>																								
Program year	Site	Student ID	Name	Birth Date	Gender	Race																																		
15/0017 - 6/20/2019	01 - RHAS: North Campus	298349872	Autumn River																																					
11.	<p><b>Student in Program Year Information</b></p> <p>Site: 01 - RHAS: North Campus Student: 298349872 / Autumn River</p> <p>Barriers to Employment: N/A Current Workforce Services: N/A Training Services Received In Program: N/A Vocational Rehabilitation Services Received In Program: N/A Transition Services Received In Program: N/A Supportive Services Received In Program: N/A Previous Workforce Services: N/A</p>	<ul style="list-style-type: none"> <li>The student's <b>Program Year</b> record opens in a new tabbed page.</li> <li>In this example, <b>Item 01</b> relates directly to the student's <b>Demographics</b> and can only be fixed from that record.</li> <li>To fix the problem, <ul style="list-style-type: none"> <li>Click the <b>Student</b> hyperlink in the header at top of the record.</li> </ul> </li> </ul>																																						

Step	Screen	Description
12.		<ul style="list-style-type: none"> <li>To edit the <b>Student ID</b>,                             <ul style="list-style-type: none"> <li>Click the <b>Pencil</b> icon at left of the <b>Identification</b> field and change to edit mode.</li> </ul> </li> </ul>
13.		<ul style="list-style-type: none"> <li>Enter the <b>Date of Birth</b>.                             <ul style="list-style-type: none"> <li>Click in the <b>Birth Date</b> field.                                     <ul style="list-style-type: none"> <li>Type to enter the DOB.</li> </ul> </li> <li>Or click the down arrow in the <b>Birth Date</b> field,                                     <ul style="list-style-type: none"> <li>Select the DOB.</li> </ul> </li> </ul> </li> </ul>
14.		<ul style="list-style-type: none"> <li>From the <b>Toolbar</b> at top of the <b>Demographic</b> record,                             <ul style="list-style-type: none"> <li>Click <b>Save</b>.</li> </ul> </li> </ul>
15.		<ul style="list-style-type: none"> <li>Return to the <b>DIR Report Setup Screen</b>.                             <ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on each of the <b>3</b> tabbed pages that were opened.</li> </ul> </li> </ul>

Step	Screen	Description																				
16.		<ul style="list-style-type: none"> <li>From the <b>Toolbar</b> at top of the <b>Report Setup Screen</b>,                             <ul style="list-style-type: none"> <li>Click <b>Generate</b> to update the DIR.</li> </ul> </li> </ul>																				
17.	 <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Last PoP or #</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Missing Birthdate or outside 16-110</td> <td>0</td> <td>0%</td> </tr> <tr> <td>02</td> <td>Missing Hours of Instruction</td> <td>20</td> <td>6%</td> </tr> <tr> <td>02a</td> <td>Zero or Empty Hours of Instruction</td> <td>10</td> <td>4%</td> </tr> <tr> <td>02b</td> <td>Total hours between 1-11 hours</td> <td>4</td> <td>2%</td> </tr> </tbody> </table>	Item	Description	Last PoP or #	Percent	01	Missing Birthdate or outside 16-110	0	0%	02	Missing Hours of Instruction	20	6%	02a	Zero or Empty Hours of Instruction	10	4%	02b	Total hours between 1-11 hours	4	2%	<ul style="list-style-type: none"> <li>Review <b>Item 01</b> once again.                             <ul style="list-style-type: none"> <li>Notice that the corrected item count is now at zero.</li> </ul> </li> </ul>
Item	Description	Last PoP or #	Percent																			
01	Missing Birthdate or outside 16-110	0	0%																			
02	Missing Hours of Instruction	20	6%																			
02a	Zero or Empty Hours of Instruction	10	4%																			
02b	Total hours between 1-11 hours	4	2%																			
18.		<p>With the report displayed, use the <b>Toolbar</b> to,</p> <ul style="list-style-type: none"> <li><b>Print</b>, or</li> <li><b>Export</b> to save as a PDF, or other file type, on the local machine, or</li> <li><b>Keep Session</b> to save an electronic copy in the <b>TE Reports Manager</b>.</li> </ul>																				
19.		<ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on each tab and <b>Close</b> the open pages.</li> </ul>																				