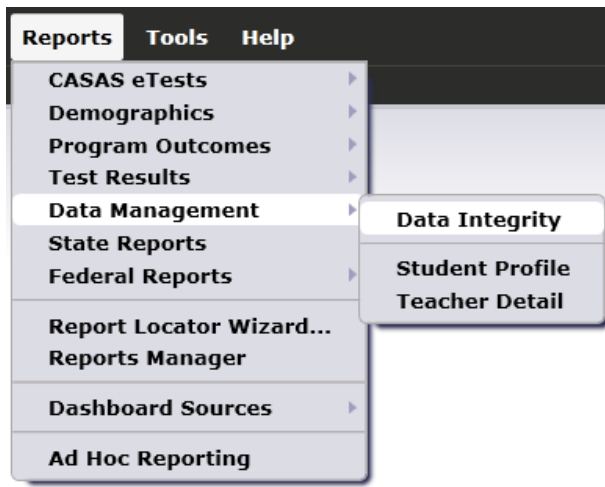


DIR Drill Down Options – Item #6e

1. On the **Reports** menu, point to **Data Management**, and select **Data Integrity**.



2. On the setup window, click **Generate**.
3. Double-click the Item Count for DIR item 6e, "Total Missing Labor Force Status."

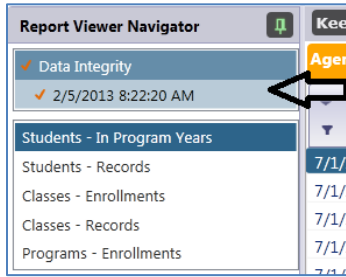
Item Description	Item Count
01 Missing Birthdate or outside 16-110	1
02 Less than 12 Hours of Instruction	46
02a Zero or Empty Hours of Instruction	43
02b Total hours between 1-11 hours	3
03 No Highest Year of School/Degree Earned	34
03a No Highest Year of School	32
03b No Highest Degree Earned	6
03c Learners marked Degree or Diploma Earned but no Years of Schooling	6
03d Degree earned marked as outside U.S., but not Highest Year of School	13
04 No Gender	1
05 No Race/Ethnicity	5
06 Total Reported Labor Force Status	331
06a Total 'Employed'	93
06b Total 'Unemployed'	96
06c Total 'Not employed not seeking work'	42
06d Total 'Retired'	3
06e Total missing Labor Force Status	97

4. This provides a list that identifies the students included in the Item Count (in this example, 97 students).

The screenshot shows a data table with a toolbar at the top. The toolbar includes buttons for 'Keep Session', 'Delete Session', 'New', 'Filter', 'Columns', 'Sort', 'Delete', and 'Refresh'. The table header indicates 'Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 06e'. The table has columns for Program year, Site, Student ID, Name, Birth date, and Gender. The first row is highlighted, and an arrow points to the '1 / 97' indicator in the toolbar.

Program year	Site	Student ID	Name	Birth date	Gender
7/1/2012 - 6/30/2013	1 - North Campus	005208216	Rick Williams	5/20/1982	Male
7/1/2012 - 6/30/2013	2 - South Campus	005208242	Richard Williams	5/20/1982	Male
7/1/2012 - 6/30/2013	1 - North Campus	034903948	Carmen Rodriguez	7/30/1953	Female
7/1/2012 - 6/30/2013	1 - North Campus	092340934	Humil Zritpab	5/25/1990	Female
7/1/2012 - 6/30/2013	1 - North Campus	092409833	Jaime Gomez	8/20/1990	Male
7/1/2012 - 6/30/2013	1 - North Campus	093182584	Ronald Screbicizi	8/9/1984	Male
7/1/2012 - 6/30/2013	1 - North Campus	098359843	Iri Trazainicbrn	5/23/1965	Male
7/1/2012 - 6/30/2013	1 - North Campus	098503953	Norberta Ellis	5/23/1983	Female
7/1/2012 - 6/30/2013	1 - North Campus	098509389	Robin A Aljmaner	2/2/1972	Female

- On the Navigator bar, click the Data Integrity Report selection at the top of the bar to return to the full report.

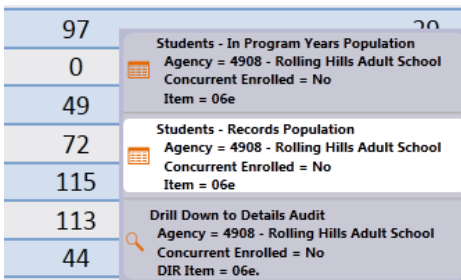


- Return to Item 6e on the report. Right-click the listed Item Count.

06e	Total missing Labor Force Status	97	Students - In Program Years Population Agency = 4908 - Rolling Hills Adult School Concurrent Enrolled = No Item = 06e
07a	No Entry Record (Missing Student Enrollment)	0	
07b	No Update (Missing Follow-up Outcomes)	49	
08	No Pretest	72	Students - Records Population Agency = 4908 - Rolling Hills Adult School Concurrent Enrolled = No Item = 06e
09	No Post-Test	115	
10	No Valid Paired Tests (Federal Table 4 and 4B only)	113	Drill Down to Details Audit Agency = 4908 - Rolling Hills Adult School Concurrent Enrolled = No Item = 06e
11a	Total eligible for NRS core performance follow-up cohorts	44	

- Selecting **Students – In Program Years** drills down to the list identifying the students included in the listed Item Count.
- Selecting **Students – Records** drills down to the lister where you can edit the issue in question.
- Drill Down to **Details Audit** generates a report displaying detailed data for each student included in the Item Count.

- Right-click on Item 6e and then click **Students-Records**.



- Note this generates a duplicated list of students and that the Labor Force Status column is blank for each record listed.

Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 06e				
Site	Student ID	Name	Record Date	Labor Force Status
11 - N...	646046646	See Xiong	2/2/2013	
11 - N...	646046646	See Xiong	2/1/2013	
11 - N...	646046646	See Xiong	5/23/2013	
11 - N...	646046646	See Xiong	5/24/2013	
11 - N...	646046646	See Xiong	2/20/2013	
11 - N...	646046646	See Xiong	5/10/2013	
11 - N...	544443236	Sofia Fraticelli	5/29/2013	
11 - N...	544443236	Sofia Fraticelli	5/25/2013	
11 - N...	544443236	Sofia Fraticelli	3/29/2013	
11 - N...	544443236	Sofia Fraticelli	6/29/2013	
11 - N...	544443236	Sofia Fraticelli	3/20/2013	

- Double-click any one of the records listed for See Xiong to open her Student Record.

10. Click the **Edit** icon under Status to open those fields for editing.

Status

Labor

Change to View Mode

N/A
 Employed
 Unemployed
 Not employed/not seeking work
 Retired

Special Program Entries:

<input checked="" type="radio"/> N/A	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start
<input type="checkbox"/> None	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Other
<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> EL Civics	
<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	

Special Program Exits:

<input checked="" type="radio"/> N/A	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start
<input type="checkbox"/> None	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Other
<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> EL Civics	
<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	

11. In Labor Force Status, select Employed, and then click **Save**.

12. Close See's record and return to the Student Records lister. Open any record for Sofia Fraticelli, and make the same edits to her Labor Force Status. Click **Save**.

13. Re-Generate the Data Integrity Report. Note that the Item Count under 6e has now decreased by two.

Item Description	Item Count
01 Missing Birthdate or outside 16-110	1
02 Less than 12 Hours of Instruction	46
02a Zero or Empty Hours of Instruction	43
02b Total hours between 1-11 hours	3
03 No Highest Year of School/Degree Earned	34
03a No Highest Year of School	32
03b No Highest Degree Earned	6
03c Learners marked Degree or Diploma Earned but no Years of Schooling	6
03d Degree earned marked as outside U.S., but not Highest Year of School	13
04 No Gender	1
05 No Race/Ethnicity	5
06 Total Reported Labor Force Status	331
06a Total 'Employed'	95

14. Right-click Item 6e again, and this time select the **Detail Audit** report.

06e Total missing Labor Force Status	95	
07a No Entry Record (Missing Student Enrollment)	0	<div style="font-size: x-small; border: 1px solid gray; padding: 2px;"> Students - In Program Years Population Agency = 4908 - Rolling Hills Adult School Concurrent Enrolled = No Item = 06e </div>
07b No Update (Missing Follow-up Outcomes)	49	
08 No Pretest	72	<div style="font-size: x-small; border: 1px solid gray; padding: 2px;"> Students - Records Population Agency = 4908 - Rolling Hills Adult School Concurrent Enrolled = No Item = 06e </div>
09 No Post-Test	115	
10 No Valid Paired Tests (Federal Table 4 and 4B only)	113	
11a Total eligible for NRS core performance follow-up cohorts	45	<div style="font-size: x-small; border: 1px solid gray; padding: 2px;"> Drill Down to Details Audit Agency = 4908 - Rolling Hills Adult School Concurrent Enrolled = No DIR Item = 06e. </div>

15. This generates a new report, with a separate page for each student included in the Item Count you selected (in this instance, the 95 students missing Labor Force Status.)

The screenshot shows a web browser window displaying the CASAS Data Integrity Drill Down to Details Audit report. The browser's address bar shows the URL: `Drill Down to Details Audit, Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, DIR Item = 06.`

The report header includes the CASAS logo, the date and time `02/05/2013 18:46:26`, the title `Data Integrity Drill Down to Details Audit`, and the page information `Page 1 of 95 DIR2`. The report is organized by Agency.

Key information displayed includes:

- Agency:** 4908 - Rolling Hills Adult School
- Program Year:** 2012-2013
- Student:** 502162564 Altamirano, Pedro

The main data table is divided into two sections: Student Record and Entry.

Student Record	Field	Value
	Gender	Male
	Birth Date	01/21/1986
	Computed Age	27
	Age Group	25-44
	Ethnicity/Races marked	Hispanic or Latino, White
	Derived Ethnicity/Race	Hispanic
	Func. Level Determination	Tests: Lowest Score
	Functioning Level	ESL Int. High
	Completed Level	No
	Completed and Advanced	No
	Separated Before Completed	No
Entry	Lowest Instructional Program	ESL
	Highest Instructional Program	ESL
	Lowest Program Start Date	02/04/2013

16. On the Navigator bar, you can click Data Integrity Report at the top of the bar to return to the full DIR, or select one of the available listers. You can also click "Drill Down to Detail Audit" to return to the Detail Audit report.

The screenshot shows the Report Viewer Navigator interface. It features a title bar with the text `Report Viewer Navigator` and a green pushpin icon. Below the title bar is a list of reports, each preceded by a checkmark:

- ✓ Data Integrity
- ✓ 2/5/2013 10:41:44 AM
- ✓ 2/5/2013 10:46:22 AM
- ✓ Drill Down to Details Audit, Agency

Below the list of reports, there are several menu items:

- Students - In Program Years
- Students - Records
- Classes - Enrollments
- Classes - Records
- Programs - Enrollments