

Filter the DIR by Class

1. In the Report Setup Navigator, specify a single class.

The screenshot shows the 'Data Integrity' application interface. On the left is the 'Report Setup Navigator' with 'Class Instances' selected. The main area displays a table of classes for 'Agency/Site: 4908 - Rolling Hills Adult School'. The table has columns for Site, Class ID, Extended ID, Class Description, Class Start Date, and Class End Date. The class '11 - North Cit... 110' is highlighted with a checkmark in the selection column.

Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date
6 - Southwest...	001		ESL - Intermediate Low	7/22/2012	
6 - Southwest...	002		ESL - Intermediate High	7/23/2012	
6 - Southwest...	003		ESL - Intermediate High	7/20/2012	
6 - Southwest...	005		ESL Intermediate Low - Distan...	9/25/2012	
1 - North Ca...	1		ABE	7/1/2012	
1 - North Ca...	1001		ABE Intermediate	8/27/2012	
11 - North Cit...	110		Low Beginning	7/1/2012	
11 - North Cit...	111		Intermediate High	7/1/2012	
11 - North Cit...	112		Mixed ESL	2/1/2013	
1 - North Ca...	12345		ESL - proxy	7/28/2012	

2. Generate the report.

The screenshot shows the 'Data Integrity on ...' report viewer. The 'Agency: 4908 - Rolling Hills Adult School' is displayed. The 'Summary Information' table shows 67 Total WIA Title II Learners and 67 Total Learners eligible for WIA Title II. The 'Item Description' table lists various items, with item 03d 'Degree earned marked as outside U.S., but not Highest Year of School' highlighted. A callout box explains that right-clicking on this item will open two boxes: one for a list of students and one for a detailed report of those students.

Right-click on the item you want to correct. Two boxes will appear:

- one that will open a list of the students, and
- one that will give you a detailed report of the students which will include all information (missing or complete) for each student in that item.

Item Description		
01 Missing Birthdate or outside 16-110		
02 Less than 12 Hours of Instruction		
02a Zero or Empty Hours of Instruction		
02b Total hours between 1-11 hours		
03 No Highest Year of School/Degree Earned		
03a No Highest Year of School	0	0
03b No Highest Degree Earned	0	0
03c Learners marked Degree or Diploma Earned but no Years of Schooling	0	0
03d Degree earned marked as outside U.S., but not Highest Year of School	1	1
04 No Gender	0	
05 No Race/Ethnicity	2	
06 Total Reported Labor Force Status	46	
06a Total 'Employed'	23	
06b Total 'Unemployed'	16	
06c Total 'Not employed not seeking work'	7	10
06d Total 'Retired'	0	0

- From the lister you can correct information by going into each student's record in this list.

Students - In Program Years Population
 Agency = 4908 - Rolling Hills Adult School
 Concurrent Enrolled = No
 Item = 03d

The screenshot shows the 'Data Integrity' application interface. At the top, there is a navigation menu with 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. Below the menu, there are several tabs and buttons: 'Keep Session', 'Delete Session', 'New', 'Filter', 'Columns', 'Sort', 'Delete', 'Refresh', 'Export', and '3rd Party Export'. The main content area displays a table with columns for 'Program year', 'Site', 'Student ID', 'Name', 'Birth Date', and 'Gender'. A single record is visible for Alex Gonzalez, born 9/16/1964, male. A red-bordered box is overlaid on the top right of the interface, containing summary information for the selected student.

- Or, you can use the **Details Audit Report** to refer to when correcting information in the student record.

Drill Down to Details Audit
 Agency = 4908 - Rolling Hills Adult School
 Concurrent Enrolled = No
 DIR Item = 03d.

The screenshot shows the 'Drill Down to Details Audit' report. The report header includes the CASAS logo, the date and time (03/21/2013, 17:10:47), and the page number (Page 1 of 2). The title is 'Data Integrity Drill Down to Details Audit by Agency'. Below the title, there is a summary section with the following information: Agency: 4908 - Rolling Hills Adult School, Program Year: 2012-2013, Student: 565635167 Gonzalez, Alex. The main body of the report is a table with two sections: 'Student Record' and 'Aggregated Entry'. The 'Student Record' section includes fields like Gender, Birth Date, Computed Age, Age Group, Ethnicity/Races marked, Derived Ethnicity/Race, Func. Level Determination, Functioning Level, Completed Level, Completed and Advanced, Separated Before Completed, Lowest Instructional Program, Highest Instructional Program, Lowest Program Start Date, Instructional Level, Attainable Goals, Special Programs, Personal Status, and Labor Force Status. The 'Aggregated Entry' section includes fields like Instructional Level, Attainable Goals, Special Programs, Personal Status, and Labor Force Status.