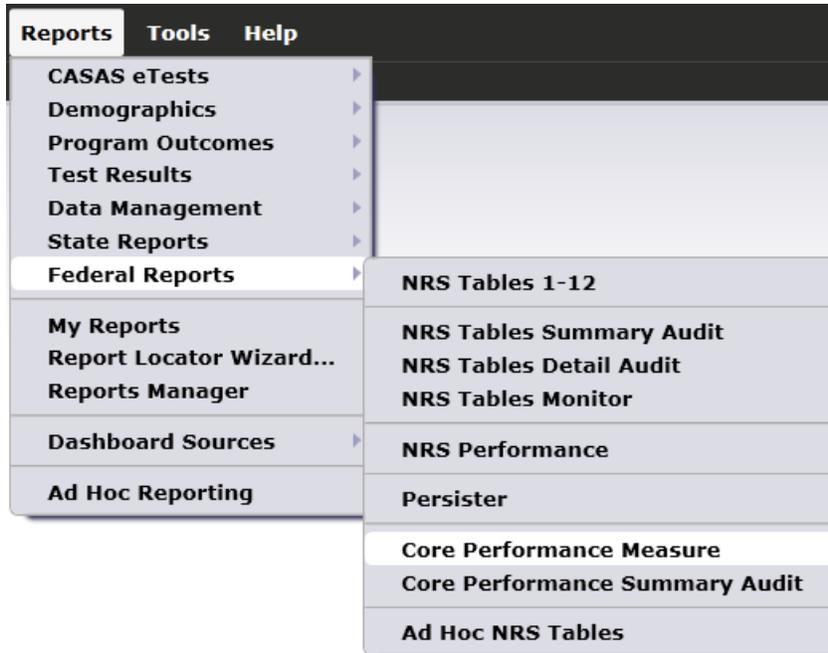


Generating Core Performance Reports in TE – Drill Down Options

1. On the Reports menu, point to Federal Reports, and select Core Performance Measure.



2. Click Generate.



3. This displays the **Core Performance Measure Follow-up** report, with each page listing eligible learners for each NRS cohort.

Student	Gender	Birth Date	Quarter Left Program	
268095630	Karahan, Ayshem	F	07/28/1980	1
274564719	Kim, Erica	F	12/12/1982	1
345533535	Spasky, Thomas	M	12/28/1980	1
452234543	Jimson, Smythy Y	M	05/18/1976	1
511151043	Wu, Shoufu	M	01/24/1975	4
515565322	Delgado, Lena	F	10/05/1978	4
518204444	Perez, Alberto	M	06/22/1968	4
545444489	Hin, Hinoru	M	12/13/1965	4
555141083	Acosta, Melinda	F	01/30/1978	3
555556661	Tolentino, Quentin	M	06/20/1974	4
584958670	Stevens, Linda	F	07/21/1974	2
595979585	Park, Kap	M	03/20/1954	4
663456666	Colin, Hilary	F	12/01/1940	4
678611117	Posada, Jorge	M	06/22/1968	4
683565656	Zhou, Xai	M	07/17/1966	4
87676	Li, Mei Chong	F	09/20/1972	1
938579834	Jacob, Leean	F	09/22/1984	3
988745934	Orange, Martha	F	07/08/1989	3

Number of Students:



Core Performance Measure Follow-up

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Agency: 4908 - Rolling Hills Adult School
Cohort: Entered Employment

Program Year: 2012-2013
Federal Table 5

- Once the report is open, a new Navigator bar appears on the left hand side. Here you can generate listers that also display learners by NRS cohort.

- Review the report. This report includes a page for each NRS cohort, which each page listing the students that qualify for each.
- Hover your mouse over the data figures contained in the cells. Note: there is no ability to highlight and drill down when selecting specific students or other data elements. However, you can highlight and drill down when hovering over the Cohort name. In this example, click Entered Employment to drill down.

Student	Gender	Birth Date	Quarter Left Program
268095630 Karahan, Ayshem	F	07/28/1980	1
274564719 Kim, Erica	F	12/12/1982	1

- This displays the lister with the students that appear on the report page.

Program year	Site	Student ID	Name	Birth Date	Gender
7/1/2012 - 6/30/2013	1 - North Cam...	268095630	Ayshem Karahan	7/28/1980	Female
7/1/2012 - 6/30/2013	1 - North Cam...	274564719	Erica Kim	12/12/1982	Female
7/1/2012 - 6/30/2013	6 - Southwest...	345533535	Thomas Spasky	12/28/1980	Male
7/1/2012 - 6/30/2013	1 - North Cam...	452234543	Smythy Y Jimson	5/18/1976	Male
7/1/2012 - 6/30/2013	11 - North City...	511151043	Shoufu Wu	1/24/1975	Male
7/1/2012 - 6/30/2013	11 - North City...	515565322	Lena Delgado	10/5/1978	Female
7/1/2012 - 6/30/2013	11 - North City...	518204444	Alberto Perez	6/22/1968	Male
7/1/2012 - 6/30/2013	11 - North City...	545444489	Hinoru Hin	12/13/1965	Male
7/1/2012 - 6/30/2013	11 - North City...	555141083	Melinda Acosta	1/30/1978	Female
7/1/2012 - 6/30/2013	11 - North City...	555556661	Quentin Tolentino	6/20/1974	Male
7/1/2012 - 6/30/2013	6 - Southwest...	584958670	Linda Stevens	7/21/1974	Female

8. Click Core Performance Measure Follow-up on the Report Viewer Navigator bar to return to the report.



9. You can also right-click the Cohort name to generate a wider variety of drill down options. Return to the Entered Employment cohort title, and right-click that cell.

The screenshot shows the CASAS logo and the title 'Core Performance Measure Follow-up'. The date and time are '05/07/2013 21:56:12'. The 'Agency' is '4908 - Rolling Hills Adult School' and the 'Program Year' is '2012-2013'. The 'Cohort' is 'Entered Employment', which is highlighted with a red box. A right-click context menu is open over this cohort name, showing several options:

- Enter Employment - Table 5 Population
Agency = 4908 - Rolling Hills Adult School
- Students - Records Population
Agency = 4908 - Rolling Hills Adult School
Cohort = Entered Employment
- Programs - Enrollments Population
Agency = 4908 - Rolling Hills Adult School
Cohort = Entered Employment
- Drill Down to Core Performance Diagnostics
Agency = 4908 - Rolling Hills Adult School
Cohort = Entered Employment.
- Drill Down to Details Audit
Agency = 4908 - Rolling Hills Adult School
Cohort = Entered Employment.

Below the menu, a table with the following data is visible:

Student	
268095630	Karahan,
274564719	Kim, Eric

- Enter Employment – Table 5 generates the same lister as when drilling down, and matches the listers you can access from the Navigator bar.
- Go to Student Records or Program Enrollments to view or edit additional information contained in those listers.
- The other two options drill down to other reports rather than to listers. Drill Down to Core Performance Diagnostics to view more detailed NRS cohort information for just the students included in that cohort. You can also drill down to the Details Audit.

10. The **Core Performance Diagnostics**, like the Core Performance Measures, lists students by NRS cohort. The Diagnostics report, however, provides more details such as Labor Force Status and Highest Degree Earned that affect whether a student qualifies for the cohorts.

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**Core Performance Measure Follow-up
Drill Down to Core Performance Diagnostics**

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Agency: 4908 - Rolling Hills Adult School Site: 1 - North Campus

Student	Gender	DOB	Drop Reason	Labor Force Status	Highest Diploma	Education Results	Work Results	Transition	Status
268095630	Karahan, Ayshem	F	07/28/1980	Unemployed	None		Got a job	No	Left Program
274564719	Kim, Erica	F	12/12/1982	Unemployed	None	Entered college		No	Left Program
452234543	Jimson, Smythy Y	M	05/18/1976	Unemployed	None			No	Left Program
938579834	Jacob, Leean	F	09/22/1984	Unemployed	None		Got a job	No	Left Program
988745934	Orange, Martha	F	07/08/1989	Unemployed	None	Passed GED		No	Left Program

Number of Students:

11. “Drill Down to Details” takes you to the **NRS Detail Audit** (on the TE menu, go to Reports – Federal Reports – NRS Detail Audit) which generates a separate page of information for each student. In the drill down example in #11, this option displays 18 pages – one for each student that qualified for the Entered Employment cohort.

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**Core Performance Measure Follow-up
Drill Down to Details Audit**

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Agency: 4908 - Rolling Hills Adult School Program Year: 2012-2013
Student: 268095630 Karahan, Ayshem

Student Record	Field	Value
Student Record	Gender	Female
	Birth Date	07/28/1980
	Computed Age	32
	Age Group	25-44
	Ethnicity/Races marked	Not Hispanic or Latino, White
	Derived Ethnicity/Race	White
	Func. Level Determination	Tests: Pretest-Posttest pair
	Functioning Level	ABE Int. High
	Completed Level	No
	Completed and Advanced	No
	Separated Before Completed	Yes
try	Lowest Instructional Program	BS
	Highest Instructional Program	BS

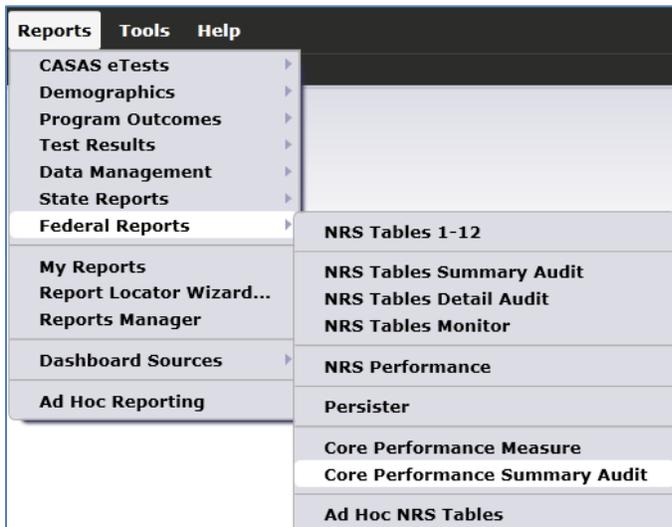
12. Once you have navigated to these different reports, use the Report Viewer Navigator to move from report to report.

Report Viewer Navigator

- ✓ Core Performance Measure Follow-up
 - ✓ Drill Down to Details Audit, Agency =
 - ✓ Drill Down to Core Performance Diag
 - ✓ 5/7/2013 2:56:07 PM

Enter Employment - Table 5
Enter Employment - Table 5A
Retain Employment - Table 5
Retain Employment - Table 5A
Post-secondary - Table 5
Post-secondary - Table 5A
Students - In Program Years
Students - Records
Programs - Enrollments

13. The other report on the TE menu that helps track learners in the NRS cohorts is the **Core Performance Summary Audit**. On the Reports menu, point to Federal Reports, and select Core Performance Summary Audit.



14. This report provides overview data for all learners that qualify for the NRS cohorts.



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Agency: 4908 - Rolling Hills Adult School

Selected Students: 46

Dropped Students: 9

Qualified Students: 37

Core Performance Summary Audit

Page 1 of 1
CPSA

Program Year: 2012-2013

Drop Reason	Number of Cases (duplicated)	Number of Cases (unduplicated)
Missing birthdate or age outside of 16-110	0	0
Less than 12 hours of instruction	3	2
Concurrently enrolled in High School/K12	1	1
No Gender	0	0
No Ethnicity/race	0	0
No accurate placement test	6	5
Work-based project learner	0	0
Score was too high/low	0	0

15. The Summary Audit also provides drill down and right-click options, similar to the Core Performance report.

