California Payment Points Reports

TE now 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. On the Reports menu, point to State Reports, then point to California, and select Payment Points.

2. This opens the setup window. On the Navigator bar, select Report Selection.

3. By default, TE will generate the Summary, and Summary Audit, but will not create the Monitor unless you specify this in the setup window.
4. Leave the default selections as shown in the graphic above, and click Generate.

5. The **Payment Points Summary** report appears first. This 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.

7. The **Payment Points Summary Audit** now appears. This report 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.

8. Return to the report setup tab and refer to Report Selection.

10. Payment Points Data Flags now appears. This report 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 .

11. Click Invert selection. This will deselect the three reports we just generated, and check the box for Payment Points Monitor. Click Generate.

12. The Payment Points Monitor provides a more detailed account of an agency’s payment points, listing all outcomes for each student, as well as the specific assessments in the database that serve as each person’s pretest and post-test for payment points purposes.