Cleaning Up Your Data Integrity Report

Summary Totals	
Students in the Services Section	• "Total # of Enrollees" = the number of learners with enrollment in an AEBG program
Students not enrolled	• Students no enrolled. Drill down to correct errors in the student records.
Students enrolled in the 7 AEBG programs	• "Qualified # of Enrollees" = the subset of those learners who "qualify" for AEBG reporting; that is, they have the correct gender, DOB, they have 12+ hours, etc.

DIR Item	Notes	Where to edit in TE
1. Missing Birthdate or outside 16-110	Basic demographics field. This item is required, and should always be low, even if it is early in the year.	In the DIR, right-click on Item Count and open… ***Students in Program Years*** • Double-click to open the student record. • In the blue bar (***Student in Program Year Information***), double-click on the student's name. (This takes you to the demographic data.) • Click the edit icon next to **Identification** and add the birthdate. • Save and close.

| 2. Less than 12 Hours of Instruction

  a. Zero or Empty Hours of Instruction on Update Record
  b. Total hours between 1-11 hours | Like the demographics fields, this should generally be very low, but with a couple of key differences:

• If early in the year, these numbers will always be high, and these totals do not reflect anything notable about the agency's performance.
• After the 2Q data submission, these numbers should begin to tighten up
• For certain agencies with "highly transient" students, these numbers may always be high. Need to probe agency to determine whether numbers can be improved with better data collection, or whether high numbers are just due to transient population
• Number may be high for agencies using CASAS eTests, where a student completes a pretest at orientation but never returns
• Agencies are discouraged from deleting records, as it is usually better to live with high totals on the DIR than delete any records | In the DIR, right-click on Item Count and open…

Student-Records Population

• Double-click to open the student record.
• In the Navigator Bar, choose "Class Records."
• Click "New."
• Add the any hours the student may have.
• Save and close. |

3. No Highest Year of School/Degree Earned	Basic demographics field. Like item #1, this one is a critical field and should always be very low.	In the DIR, click on Item Count and open… ***Students in Program Years*** • Open student record • In the blue bar, click on the student's name. (This takes you to the demographic data.) • Add ***Highest Year of School*** *and whether schooling was done outside the US* • Save and close
a. No Highest Year of School		
b. No Highest Degree Earned		***In the DIR, click on Item Count and open…*** • Open student record • In the blue bar (***Student in Program Year Information***), double-click on the student's name. • Click the edit icon next to ***Education*** • Add ***Highest Degree Earned*** and *whether it was earned outside the US* • Save and close
c. Learners marked Degree or Diploma Earned not Highest Year of School	In some instances can be difficult ones to correct. Students who have multiple entry records are tricky. The record with the earliest date in the current program year is the one that TE is looking at.	In the DIR, click on Item Count and open… • student record • In the blue bar (***Student in Program Year Information***), double-click on the student's name. • Click the edit icon next to ***Education*** • Add ***Highest Year of School*** • Save and close
d. Degree earned marked as outside U.S., but not Highest Year of School		Use the direction for 3c., above • Add ***Highest Year of School*** and ***whether schooling was done outside the US***

4. No Gender	Basic demographics field. Like item #1, these are required fields and should always be very low.	In the DIR, click on Item Count and open… • student record • In the blue bar (***Student in Program Year Information***), double-click on the student's name. • Edit gender
5. No Race/Ethnicity	Basic demographics field. Like item #1, these are required fields and should always be very low. If you have students who marked "Hispanic or Latino" but didn't mark a race, those students will show up here. You don't have to have a race specified for these students.	In the DIR, click on Item Count Open student record • In the blue bar (***Student in Program Year Information***), double-click on the student's name. • Click the edit icon next to ***Race/Ethnicity*** • Add ***Race and/or Ethnicity*** • Save and close
6. Total Reported Labor Force Status	Basic demographics field. Like item #1, this one is a critical field and should always have very low totals missing.	***In the DIR, right-click and open Students – Records Population*** • Open student record • Click the edit icon next to ***Status*** • Click appropriate ***Labor Force Status*** • Save and close
a. Total missing Labor Force Status	• Basic demographics field. Like item #1, this one is a critical field and should always be very low. • When performing a quality check, it is important to review item 6e rather than 6, as 6e is the item that actually indicates "what's missing"	

8. No Pretest	Agencies should pretest upon enrollment, so this item should always be very low.	*To add a test: In the DIR, click and open…* Students – *In Program Years* • Open student record In the *Navigator bar*, go to *Tests* • *Click "New."* • In *Select Student in Program Year,* click the *edit icon.* • Add *Class Instance* • Add *Assessment Date* In *Assessment Info*, click the *edit icon*. At *Form*, add the test form administered and score *OR* Import test from *e*Tests
9. No Post-Test	*Without question, the #1 most common problem for most agencies*.	*To add a test; In the DIR, click on Item Count and open…* • student record In the *Navigator bar*, go to *Tests* • *Click "New."* In *Select Student in Program Year,* click the *edit icon.* • Add *Class Instance* • Add *Assessment Date* In *Assessment Info*, click the *edit icon*. At *Form*, add the test form administered and score *OR* Import test from *e*Tests

10. **Learners with a pre/post test pair**	By the time your classes have had instruction for 70-100 hours, it's time to post-test.	
12a. Passed HSE	The Update Record needs to state which HSE test the student passed. To add this outcome to student records, open the student record	Click "Add Entry/Update" Scroll down to "Education Results" and mark the appropriate outcome.
12b. But Instructional Program is not HSE	Make sure to add the appropriate Instructional Program	In the student record, go to Program Enrollments and add the program. If the student passed the Spanish GED, you can claim the outcome – and leave the student in ESL.
17. No Primary Goal **18. No Secondary Goal**	Learner goals not required, but still strongly suggested to record these for each AEBG learner, and essential to good instruction and an effective adult educational program.	In the DIR, right-click and: • choose *Student – Record Population* • open the student record • click the edit icon to add Primary and Secondary Goal
19b. Learners with No Barriers to Employment	Most students should have at least one barrier to employment.	Click on item number. Double-click to open student record. Click "Add" in the Aggregation Tree on the left. Add Employment Barriers.

21. Learners with a pretest in the conservative estimate range	These (◊ diamond score) range scores are valid for AEBG, but may not accurately represent the individual's skill level. You may not see as many Learning Gains on these students. • Large numbers or percentages may indicate need for adjustment in agency's appraisal process. • Agencies tend to have about 10% or less in this area.	
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	Federal requirement that all learners must have at least 40 hours of instruction between the pretest and the first post-test. • Informally, we have used 10% as a useful threshold for this item as well. • Drill down on this item and use this list to document administrator approval for all learners with a pre-/post-test pair with less than 40 hours of instruction.	To create a class list: • Right-click on student number • *Choose Classes – Records Population* In the lister, use the Filter Button at the top of the page to filter by class. You can continue to sort by name. This list can now be exported to a Word or Excel document.
23. – 26b. – Did not qualify for AEBG	To qualify for AEBG, each student must have • demographic data • meet age requirement (18 +) • 12 or more hours of instruction • Entry Record (Enrollment in Class and Program) Drop Codes: 01. Missing birthdate or age outside of 16-110 02. Less than 12 hours of instruction 03. Concurrently enrolled in High School/K12 04. No Gender 05. No Ethnicity/race	Right click on Item Number, then choose "Drill Down to NRS Monitor." Here you will see a Drop Code telling you what is missing from that student record.