PAAER
PA Adult Education Resources

eData Access Template Guide

Program Year 2025-26

Setup, Basic Functions, Reports, and Queries in the eData Access Template

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Contents

Introduction

This guide shows users how to set up and use the Microsoft Access template with data exported from eData. This document also includes general information about tools and procedures to help analyze exported data.

While agency information is stored in eData, the eData website does not present an efficient way to analyze data. To review and analyze agency data it must be exported from eData into the eData Access template (Access template), which is a four-step process:

1. Download an Access template file.
2. Export agency data from eData.
3. Open the Access template file and change settings.
4. Import agency data into Access template.

This guide does not provide an in-depth Access training. Agencies that want to customize the Access template should get additional training in using Microsoft Access by reaching out to eData Tech Support for resources.

Note: *A visual presentation of the following steps can be found in* *Appendix A* - *Step-by-step setup instructions with pictures.*

Setup Step 1 - Download an Access template file

Create a file folder, named 'data', on your hard drive (i.e., C: drive).

Before downloading a template file and data from eData, a folder must be created on your computer to store the Access template and agency data. This folder cannot be a subfolder since the Access template is programmed to find exported data in the **C:\data** folder.

NOTE: There may already be a **C:\data** folder on the hard drive if the Access template was used during a previous program year (PY). If so, this step can be skipped. However, if last year's data folder was renamed (using a name such as "dataPY"), then create a new data folder following the steps below.

To create the folder for data exports, follow these steps:

1. On the desktop, start menu, or taskbar, click:
   - **File Explorer** 
2. In the **File Explorer** window, locate and double-click the **C: drive**. (In Windows 10, click on This PC then double-click Local Disk C:).
3. Once in the **C: drive** window, click **New Folder** in the ribbon/toolbar near the top of the window.
4. By default, the new folder will be assigned the name "New Folder" and will be highlighted. Type the word **data** and press the Enter key to rename the folder.

You should now have a folder named **data**. If you still have a folder with the name “New Folder,” then right-click the folder and select **Rename**. Note that capitalization is not required.

Download a copy of the Microsoft Access database template.

To download a copy of the template, follow these steps:

1. Open your internet browser (e.g., Chrome, Firefox, or Edge) and navigate to the following website: www.paadultedresources.org/edata.
2. Click the link under Current Template File named **eData Access Template**.
3. When prompted, click **Open.**
4. Single-click the template file to highlight it, then click the **Extract All Files** icon in the toolbar at the top of the window**.**
5. In the text box that appears, type **C:\data** and click **Extract**.

Setup Step 2 – Export agency data from eData

Export data from the eData website.

To export data from the eData website, follow these steps:

1. Open an internet browser (Chrome, Edge, or Firefox) and navigate to the PDE website at https://www.education.pa.gov/Pages/MyPDESuite.aspx.
2. Click on the MyPDESuite link on the page, and then log in.
3. Click on the **eDatav2** link under the “My PDE Applications” heading near the top of the screen.
4. After logging in to eData, click **Export Data** from the **Maintenance** drop-down menu in the top navigation bar.
5. Click your **agency name** and verify that the current program year is selected in the Program Year drop-down. If your agency holds direct contracts and has one or more subcontracting agencies listed on the export screen, select–**ALL**–. Click **Generate Export.**
6. If prompted, click **Open.** If not prompted, find the Download window, and click on the most recent file.
7. On the pop-up window that appears, click **Extract All Files** in the toolbar at the top of the window.
8. In the text box, type **C:\data** and click **Extract**. If prompted to replace all files, click **Yes**.

Setup Step 3 – Update Access Settings

To prevent errors while updating the template with exported data from eData, users must turn off Action Query Prompts and adjust Security Settings in Microsoft Access. These changes only need to be made once per computer.

Turn Off Action Query Prompts, Adjust Macro Security, and Create a Trusted Location:

1. Open Microsoft Access.
2. Click the **File** tab at the top left of the Access window.
3. Click **Options** at the bottom of the left navigation menu in the Help section.
4. Click **Client Settings** in the menu on the left.
5. **Uncheck** the **Action Queries checkbox** in the Confirm section.
6. Click **Trust Center** in the menu on the left.
7. Click the **Trust Center Settings** button on the right.
8. Click **Macro Settings** in the menu on the left.
9. Select **Enable all macros** by clicking in the circle next to it so that the circle is filled in.
10. Click **Trusted Locations** in the menu on the left and click the **Add New Location …** button at the bottom.
11. Type the file path (i.e., location) where you keep your Access template file in the space under *Path*. Alternatively, you can click the Browse button and select the location where you keep your Access template file. If you followed the directions in Setup Step 1, the Access template file will be in **C:\data.**
12. Click **OK** three times, and then close Microsoft Access to save and enable your changes.

Setup Step 4 – Import agency data into Access Template

Update template with eData exported data.

These steps need to be repeated after every eData export/download.

To update the template, follow these steps:

1. On the desktop, start menu, or taskbar click:
    - **File Explorer**
2. In the **My Computer** (**Computer**) window, double-click the C: drive.
3. Double-click the **data** folder.
4. Double-click the **template file** to open the database (if not already open).
5. Once the template is open, click the **eData Update** button on the left side.

This process takes a few minutes to read the eData files that were extracted to the C:\data folder.

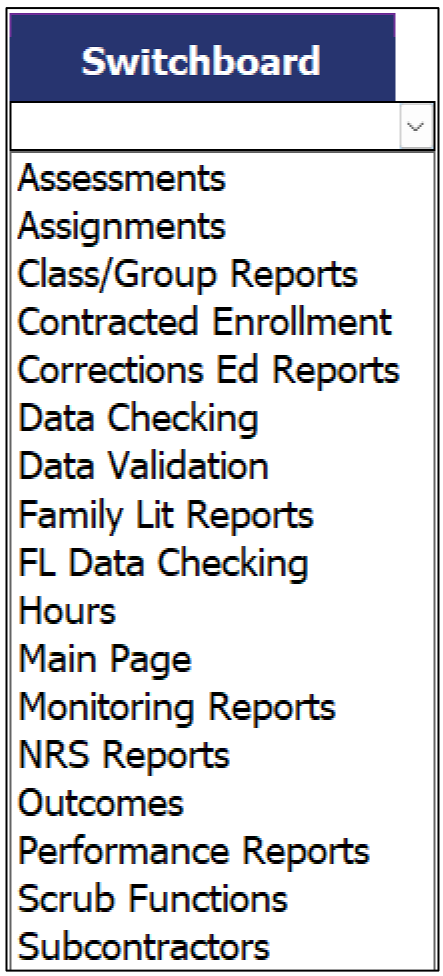
Next Steps

Update the Access template with an export from eData as needed to reflect the most up-to-date agency and adult information. To update the template, run Step 2 - Export and Step 4 - Import above. It is not necessary to repeat Step 3 - Update Access Settings unless you switch to a new computer.

What's Inside

The following section describes the pages in the eData Access template and includes a list of items found on each page. Most query and report titles in the template include a description of the data displayed and can be accessed by clicking on them.

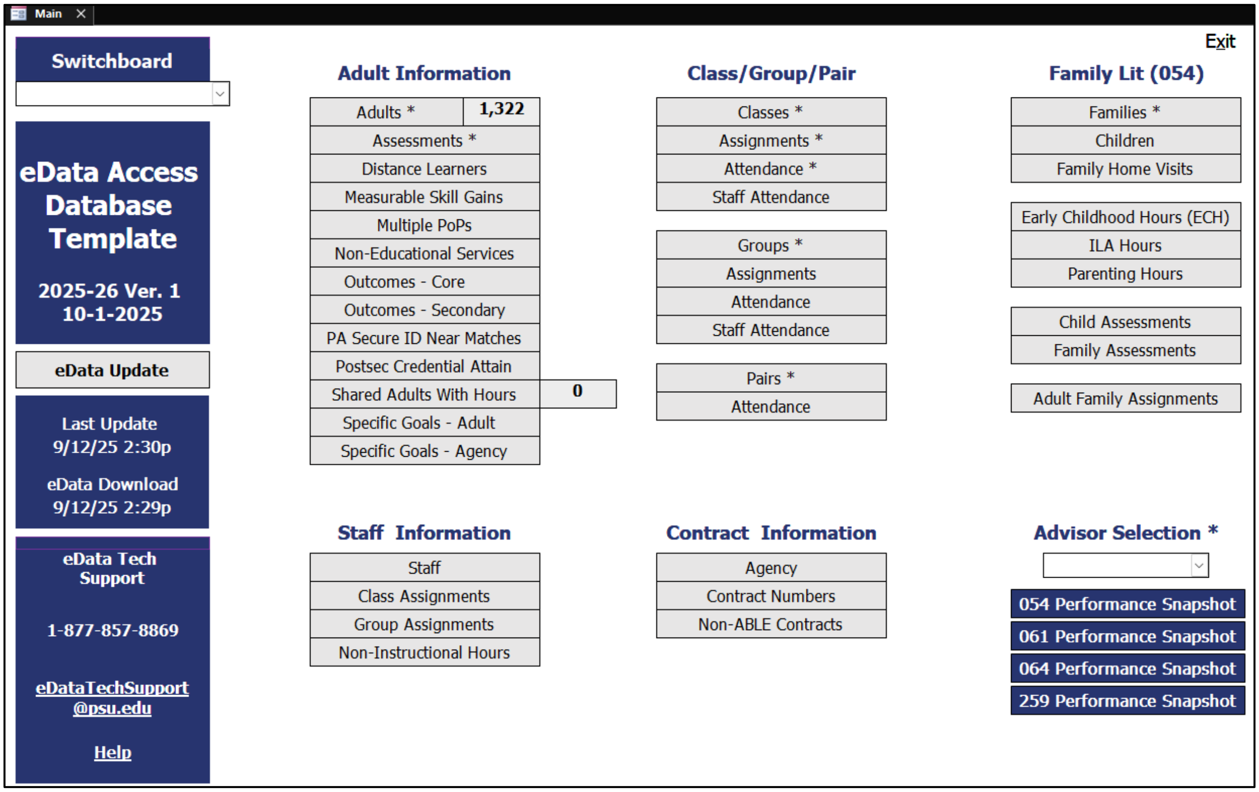
To navigate across the pages below, use the Switchboard in the top left corner of each template screen. Click the menu down arrow to display page navigation options:



eData Access Template Screenshot: Switchboard menu

Template Main Page

Upon starting the Access template, the main page appears as shown below:



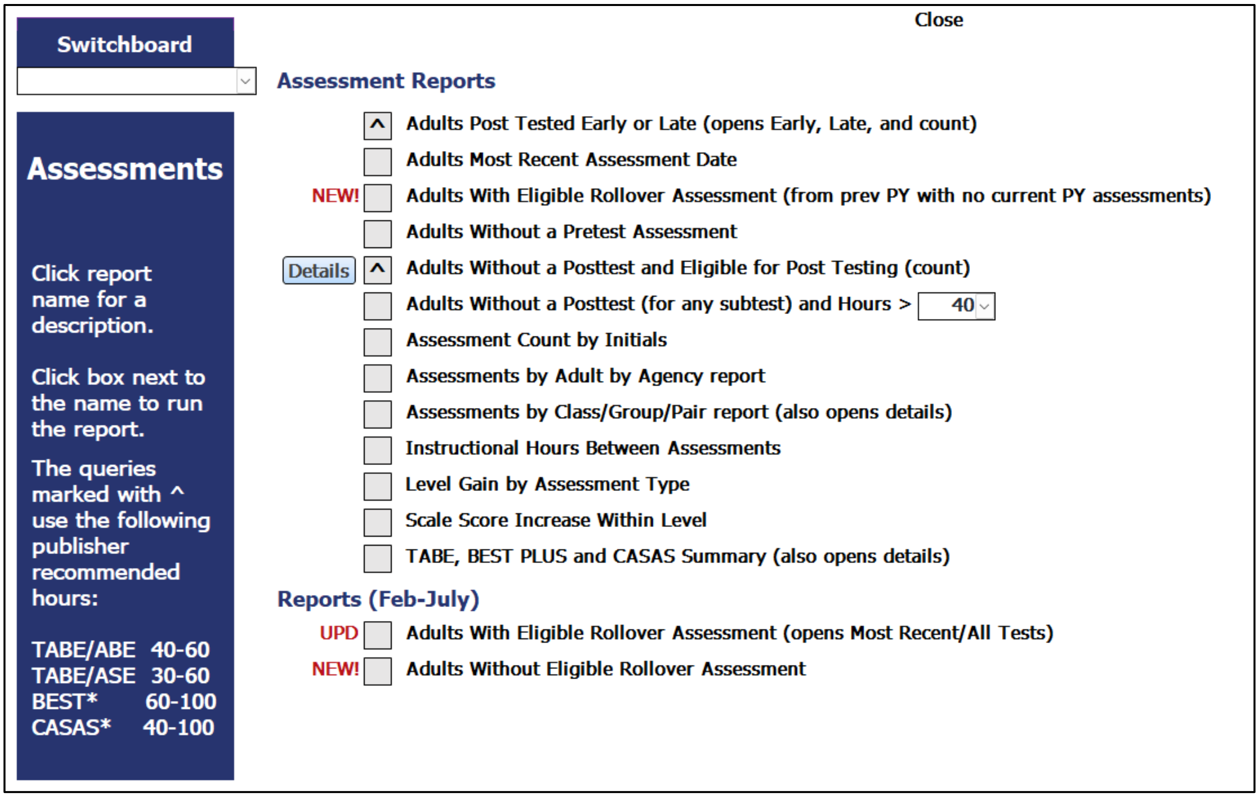
eData Access Template Screenshot: Main page

This page includes buttons that open either additional pages in the template or queries that display agency data (if the template has been properly updated with an export from the eData system by clicking the **eData Update button**).

For example, clicking the **Adults** button will return a query with all adults entered at your agency, including those at subcontractors if applicable. Selecting any of these buttons will show ALL records for the selected item. The buttons on this page are linked to queries that display data in a datasheet format where it is possible to use filters and sorting options to help analyze the data.

Once on a page, clicking on the report title will display an explanation of that item. Below is a list of the items that appear on each page.

Assessments



eData Access Template Screenshot: Assessment Reports

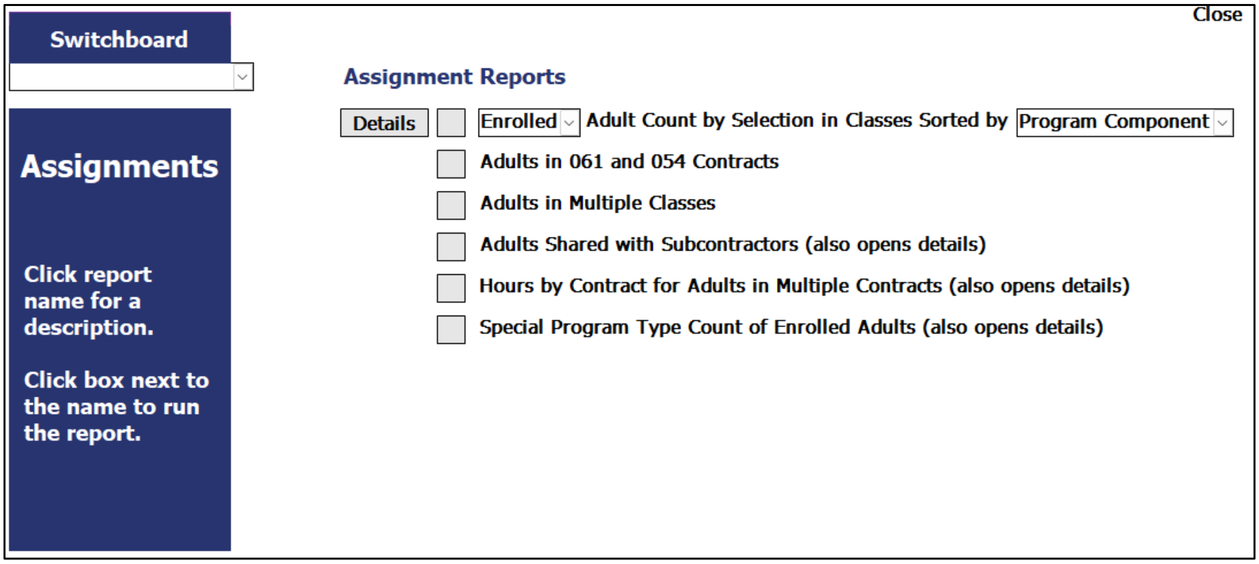
Query/Report Name	Description
Adults Post tested Early or Late	This opens three queries: - qryDataCheck2ndLevelAssess_HrsCheckHigh lists the adults' instructional hours between subtest assessment administrations 1 and 2 that are above the maximum publishers' recommended hours for posttesting. - qryDataCheck2ndLevelAssess_HrsCheckLow lists the adults' instructional hours between subtest assessment administrations 1 and 2 that are below the minimum publishers' recommended hours for posttesting. Note: In the above two queries, the "NRS Use" field indicates if the assessment subtest listed was used to determine the adult's NRS entry/exit EFL. - qryHrsCheckAll_Union_Crosstab counts adults by agency with a column for "Low" and a column for "High."

Query/Report Name	Description
Adults Most Recent Assessment Date	This query lists the adult's most recent assessment date in the "MostRecentAssessmentDate" field. Note: If multiple assessment subtests were administered on the most recent date (same day), only detailed information about one of the subtests is displayed.
Adults With Eligible Rollover Assessment (from previous PY with no current PY assessments)	This query lists adults from the previous program year who do not have a current PY assessment and whose most recent assessment date in the 'MostRecentAssessmentDate' field makes their assessment from the previous PY eligible to be rolled over into the current program year. The 'ExpirationDate150Days' field shows the date through which the assessment remains eligible to be rolled over. If an adult's PY Start Date is after the ExpirationDate150Days date, then this assessment will not be available as a rollover and the adult will have no assessments available to rollover. If an adult is NOT listed in this query, they have no eligible assessments available to rollover or they already have an assessment for the current PY.
Adults Without a Pretest Assessment	This query lists total hours and contact information for adults who do not have a pretest assessment for any subtest entered in eData.
Adults Without a Posttest and Eligible for Post Testing (count)	This query counts the number of all enrolled adults who meet the criteria for the minimum publisher hours for post testing (Adults Eligible for Posttest) and counts only enrolled adults who are missing any posttest who meet the criteria for the minimum publisher hours for post testing (Adults Missing Any Posttest). Note: Missing any posttest means there is no Administration 2 record for that adult. The count of 'Adults Missing Any Posttest' is a subset of the 'Adults Eligible for Posttest.'
Adults without a Posttest (for any subtest) and Hours > XX	This query lists adults who do not have a posttest for at least one subtest entered in eData and have more than the selected number of instructional hours. The "Hours" field shows the total number of instructional hours accumulated since the pretest date. By default, the report runs based on 40 hours obtained since the pretest, but the number of hours can be selected or entered in the dropdown.
Assessment Count by Initials	This query counts test administrator initials by agency then by assessment.
Assessments by Adult by Agency report	This report shows adults and all their assessment records. The assessment records for each adult include details such as the form, level, subtest, and score.

Query/Report Name	Description
Assessments by Class/Group/Pair report (also opens details)	This opens a report and a query which list the assessment records for adults based on assignment in Class, Group, or Pair. - rptClass_AssessmentsByEnrollment is grouped by class, group, or pair and shows adults assigned to each class or group, along with their assessment records. Pairs are listed as 'Pair - Adult Name, Staff Name.' The assessment record for each adult includes details such as the form, level, subtest, and score. - qryReportAssessmentsByEnrollment is grouped by adult and lists class, group, or pair name along with the assessment records. Pairs are listed as 'Pair - Adult Name, Staff Name.' The assessment record for each adult includes details such as the form, level, subtest, and score.
Instructional Hours Between Assessments	This query lists assessment dates for adults with a second administration in at least one subtest and lists the instructional hours between each administration of the subtest assessment. The "Test Type" field is a combination of the Assessment Name and Subtest, such as "TABE Reading" or "CASAS Listening." Fields "AD1 - AD6" represent the Administration Number and date of that test. Fields "HR1-2 – HR5-6" represent the instructional hours obtained between administrations. For example, HR1-2 represents the number of instructional hours between the first and second administrations of an assessment. The "HrsSinceAssessed" field shows the number of hours since the most recent subtest assessment.
Level Gain by Assessment Type	This query lists level gain information for all assessment subtests.
Scale Score Increase Within Level	This query lists adults that have a scale score increase between subtests but stayed within the same EFL.
TABE, BEST PLUS, and CASAS Summary (also opens details)	This query counts the number of TABE assessments, CASAS assessments, BEST PLUS assessments, BEST PLUS assessments without a CASAS, and TABE assessments without a CASAS for each adult.

Query/Report Name	Description
Adults With Eligible Rollover Assessment (opens Most Recent/All Tests)	This opens two queries: - qryMaxAssessmentDateStep4 lists adults whose most recent assessment date in the ‘MostRecentAssessmentDate’ field makes their assessment eligible to be rolled over into the next program year. The 'ExpirationDate150Days' field shows the date through with the assessment remains eligible to be rolled over. If an adult's PY Start Date is after the ‘ExpirationDate150Days’ date, then this assessment will not be available as a rollover and the adult will have no assessments available to rollover. If an adult is NOT listed in this query, they will have no eligible assessments available to rollover in the following program year. If multiple assessment subtests were administered on the most recent date (same day), only detailed information about one of the subtests is displayed. - qryMaxAssessmentDateStep4-AllTests lists the same data as the previous query but for all subtests.
Adults Without Eligible Rollover Assessment	This query lists adults whose most recent assessment date in the ‘MostRecentAssessmentDate’ field makes their assessment ineligible to be rolled over into the next program year. The ‘ExpirationDate150Days’ field shows the date through with the assessment remains eligible to be rolled over. If an adult's PY Start Date is after the ‘ExpirationDate150Days’ date, then this assessment will not be available as a rollover and the adult will have no assessments available to rollover. If an adult is not listed in this query, they may have an eligible assessment available to rollover in the following program year. If multiple assessment subtests were administered on the most recent date (same day), only detailed information about one of the subtests is displayed.

Assignments

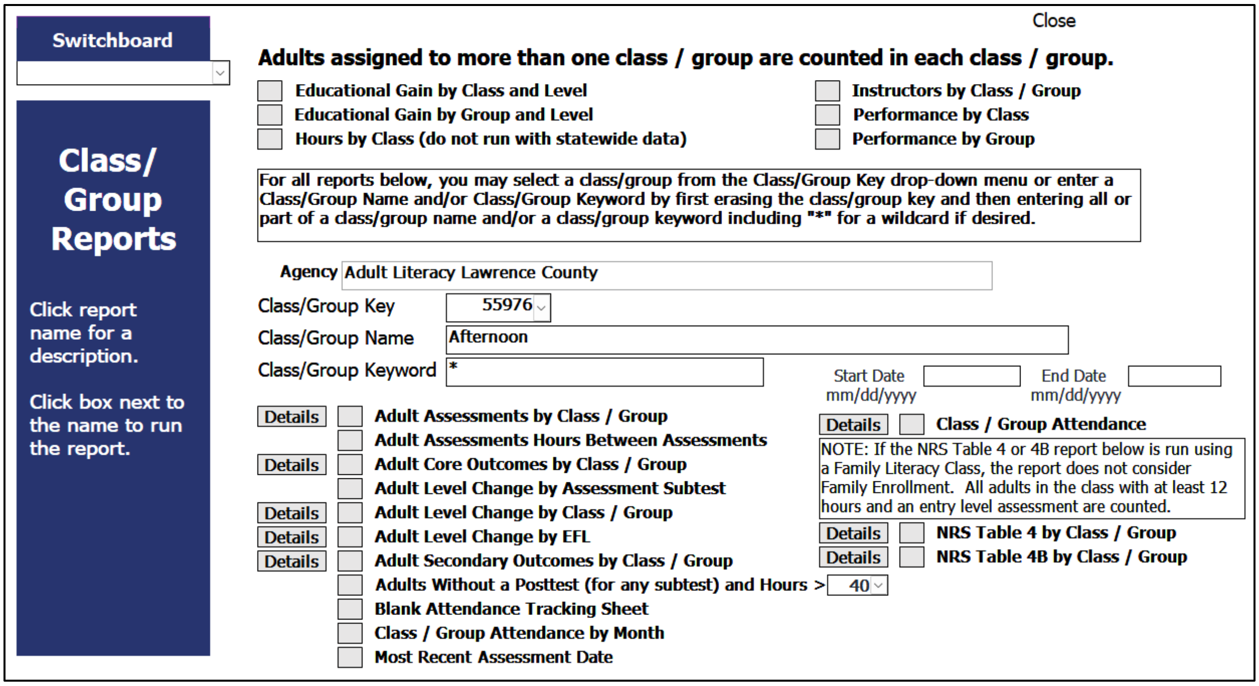


eData Access Template Screenshot: Assignment Reports, Enrolled

Query/Report Name	Description
Adult Count by Selection in Classes	Before running this set of queries, select **Enrolled** or **Served** from the first dropdown. Then select '**Program Component**' or **Service Description** from the other dropdown. The small square box next to the report name opens three queries with different levels of details based on the selections made in the dropdowns. These queries count adults in each of the Program Components including ABE and ASE (Community and Institutional), IELCE, Family Literacy, and N-Contracts. It also counts adults in each of the Service Descriptions for ABE, ASE, and ESL (Combination, Federal, and State) and for Distance Learning. Note that adults will be counted more than once if they are in more than one program component or service. The "Details" button will display the three queries mentioned above plus a fourth (UNION) query showing everything combined. The combined query shows adults that are in more than one program component or service. The "061 Adult Hours" field indicates if the adult(s) hours are "less than 12" or "12 or higher" in contract 061.
Adults In 061 And 054 Contracts	This query lists adults that have hours in both contracts 061 (IELCE) and 054 (Family Literacy).
Adults in Multiple Classes	This query lists adults assigned to more than one class (and the instructor(s) for those classes).

Query/Report Name	Description
Adults Shared with Subcontractors (also opens details)	This pair of queries lists and counts adults who are shared between a direct agency and their subcontractor(s). It opens two queries: - qryAdultsInAgencyRawData lists shared adults. - qryAdultsInAgencyCount counts shared adults by agency.
Hours by Contract for Adults in Multiple Contracts (also opens details)	This opens a report and a query which lists adults who are actively participating in more than one contract. - rptAdultsMultipleContracts is sorted by Enrolled/Served, by agency, and then by name. - qryReportAdultEnrollmentMultipleContracts4of4 is sorted by agency then by name.
Special Program Type Count of Enrolled Adults (also opens details)	This opens two queries: - qryEnrolledBySPTStep6 counts enrolled adults by special program type and counts enrolled adults with a majority of their hours in the listed special program type. - qryEnrolledBySPTStep4 lists adults that have a majority of their hours in the listed special program type.

Class/Group Reports



eData Access Template Screenshot: Class/Group Reports

Query/Report Name	Description
Educational Gain by Class and Level	This report counts educational gains for enrolled adults by class and by EFL. The number before the slash counts only adults that have shown an EFL gain. The number after the slash counts all adults within each level. NOTE: Adults who are assigned to more than one class may appear in the count for each class. This report uses only the hours earned in each class. For example, an adult may have earned 5 hours in one class and 7 hours in another class, but they will not be included in either class's enrollment count because they did not earn 12 hours in one class.
Educational Gain by Group and Level	This report counts educational gains for enrolled adults by group and by EFL. The number before the slash counts only adults that have shown an EFL gain. The number after the slash counts all adults within each level. NOTE: Adults who are assigned to more than one group may appear in the count for each group. This report uses only the hours earned in each group. For example, an adult may have earned 5 hours in one group and 7 hours in another group, but they will not be included in either group's enrollment count because they did not earn 12 hours in one group.

Query/Report Name	Description
Hours by Class (do not run with statewide data)	This query lists attendance hours by class for all adults. When running with statewide data, there is a maximum of 1,104 classes allowed, and there will be an error displayed when this limit is reached.
Instructors by Class / Group	This query lists instructor(s) assigned to each class / group.
Performance by Class	This report shows performance details by class. The report includes the following: Served = count of adults with greater than 0 hours Enrolled = count of adults with 12 or more hours and an Entry EFL Avg Hrs = average hours of enrolled adults Pre/Post = count of enrolled adults that have been pre- and posttested ABE Level 6 = count of enrolled adults with EFL ABE Level 6 Gains = count of enrolled adults with an EFL gain Gain % = average of enrolled adults with an EFL gain excluding ABE Level 6 NOTE: Adults who are assigned to more than one class may appear in the count for each class. This report uses only the hours earned in each class. For example, an adult may have earned 5 hours in one class and 7 hours in another class, but they will not be included in either class's enrollment count because they did not earn 12 hours in one class.
Performance by Group	This report shows performance details by group and includes the following: Served = count of adults with greater than 0 hours Enrolled = count of adults with 12 or more hours and an Entry EFL Avg Hrs = average hours of enrolled adults Pre/Post = count of enrolled adults that have been pre- and posttested ABE Level 6 = count of enrolled adults with EFL ABE Level 6 Gains = count of enrolled adults with an EFL Gain Gain % = average of enrolled adults with a level gain excluding ABE Level 6 NOTE: Adults who are assigned to more than one group may appear in the count for each group. This report uses only the hours earned in each group. For example, an adult may have earned 5 hours in one group and 7 hours in another group, but they will not be included in either group's enrollment count because they did not earn 12 hours in one group.

Reports by Class(es) or Group(s) Selection

For reports listed on the "Class/Group" reporting page, a class or group may be selected from the drop-down menu prior to running the report. The item selected will then filter the results based on the class/group selected. Additionally, a Class name and/or Class Keyword can be used as an expanded filter by first removing the numerical Class key and then entering part of a Class name and/or a Class Keyword, including "*" for a wildcard, if desired.

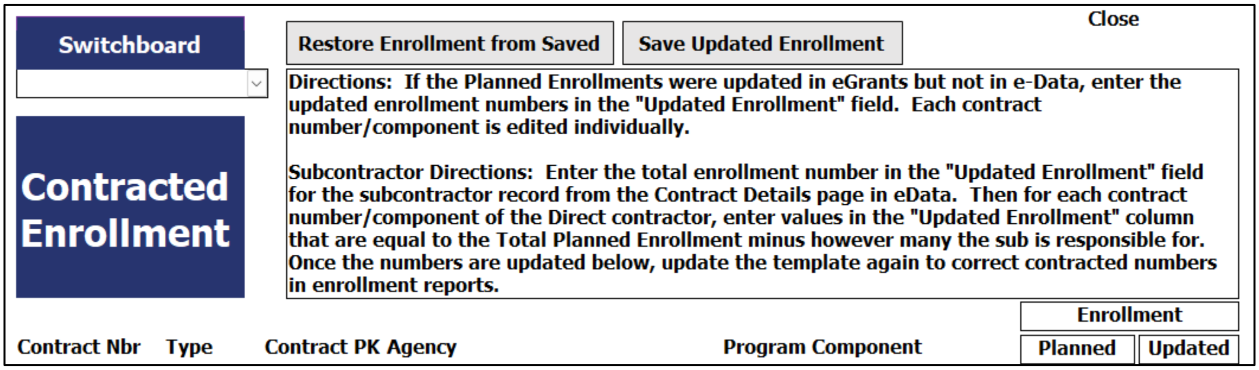
Query/Report Name	Description
Adult Assessments by Class/Group	This report is based on the class/group selected and shows the assessment records for adults assigned to the class or group. There must be at least one attendance record in eData for adults to show in this report even if their hours equal zero. Adults who do not have an exit date appear in red text. The "Details" query lists the same information in a spreadsheet format.
Adult Assessments Hours Between Assessments	This query lists assessment dates for adults in the class/group selected, including instructional hours between each administration of an assessment. The field "TestType" is a combination of the Assessment Name and Subtest, such as "TABE Reading" or "CASAS Listening." Fields beginning with "AD" show the assessment date and represent the administration number of the test, such as "AD1" or "AD2." Fields beginning with "HR" show the instructional hours obtained between administrations of assessments. For example, "HR1-2" represents instructional hours between the first and second administrations of an assessment.
Adult Core Outcomes by Class/Group	This report shows, by the class or group selected, the core outcome cohort status for each adult who has a set date entered in eData for that core outcome. The "Details" query lists the same information in a spreadsheet format.
Adult Level Change by Assessment Subtest	This query lists, for the class/group selected, adult assessment EFL gain in NRS Entry/Exit EFL and/or in Subject Area Entry/Exit EFL.
Adult Level Change by Class/Group	This report shows, by the class/group selected, adult EFL "Level Change." The field "Level Change" is the number of Educational Functioning Levels gained. The "Details" query lists the same information in a spreadsheet format with the addition of the "Gain-Loss NRS" field which shows gain in the NRS entry and exit EFLs.

Query/Report Name	Description
Adult Level Change by EFL	This report shows, by the class/group selected and by EFL, adult EFL “Level Change.” The field “Level Change” is the number of Educational Functioning Levels gained. The “Details” query lists the same information in a spreadsheet format with the addition of the “Gain-Loss NRS” field which shows gain in the NRS entry and exit EFLs.
Adult Secondary Outcomes by Class/Group	This report shows, by the class or group selected and by enrollment status, the secondary outcome for each adult who has a set date entered in eData for that secondary outcome. The “Details” query lists the same information in a spreadsheet format.
Adults Without a Posttest (for any subtest) and Hours >XX	This query lists adults who do not have a posttest for at least one subtest entered in eData and have more than the selected number of instructional hours. Note that the listed adult may have a posttest for a different subtest. The ‘Hours’ field shows the total number of instructional hours accumulated since the pretest date. By default, the report runs based on 40 hours obtained since the pretest, but the number of hours can be selected or entered in the dropdown.
Blank Attendance Tracking Sheet	This report is based on the class/group selected and can be used to track new attendance for the selected class/group. The class name, instructors, and the active adults for the selected class/group are listed on the report along with blank lines for additional adults. After clicking the box next to the report name, there will be a prompt for the month. This is an information-only field for the report header and can be left blank. If no adults appear on the list, there are three possible reasons: 1. No adults have been assigned to the class. 2. Adults assigned to the class are marked as “Inactive.” 3. Adults must have attendance hours (even 0 hours). This report selects only adults who are marked as active in the most recent attendance entry for the selected class/group.
Class/Group Attendance by Month	This report shows attendance hours by month in the class / group selected, sorted by enrolled or not enrolled adults. The enrollment calculation of 12 or more hours is based on the total number of instructional hours earned (field ‘Overall Hours’), not just hours earned in the selected class/group. The adult must also have an entry EFL assessment which, if missing, displays an asterisk next to their name.

Query/Report Name	Description
Most Recent Assessment Date	This query lists the adult's most recent assessment date in the 'MostRecentAssessmentDate' field. If multiple assessment subtests were administered on the most recent date (same day), only detailed information about one of the subtests is displayed.
Class/Group Attendance	This report shows attendance dates and hours for adults in the selected class/group within the date range specified. Notes about the date fields: If the "Start Date" and "End Date" fields are left blank, the entire program year is returned. Either date field can also be left blank. For example, leaving the "Start Date" field blank and entering an "End Date" will return all records from the start of the program year through the "End Date." The "Details" query lists the same information for the entire program year in a spreadsheet format (is not limited by the data selection above).
NRS Table 4 by Class/Group	This report shows EFL Gains and Attendance for the class/group selected. If the report is run using a Family Literacy class or group, the report does not consider Family Enrollment for adult enrollment purposes. The "Details" query lists the same information in a spreadsheet format.
NRS Table 4B by Class/Group	This report shows EFL Gains and Attendance for pre- and posttested enrolled adults for the class/group selected. Adults included in this report have an entry and an exit EFL assessment. If the report is run using a Family Literacy class or group, the report does not consider Family Enrollment for adult enrollment purposes. The "Details" query lists the same information in a spreadsheet format.

Contracted Enrollment

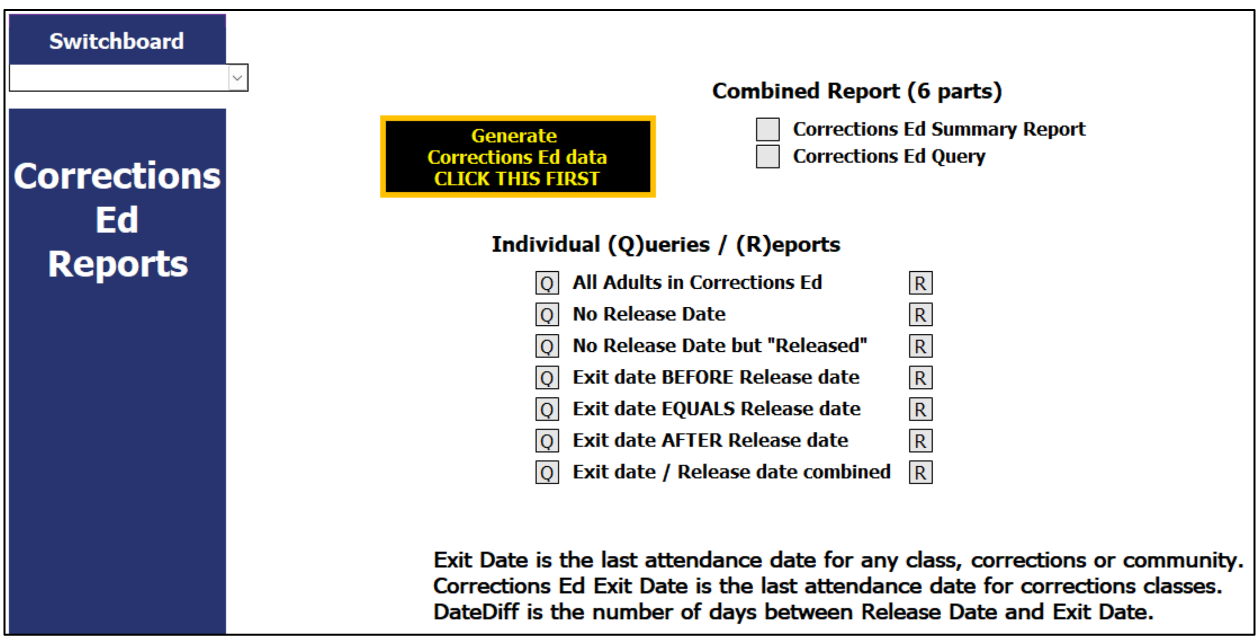
This page allows updates to contracted enrollment numbers so that reports and queries will indicate the corrected contracted enrollment numbers. Updates will be saved in the template.



eData Access Template Screenshot: Contracted Enrollment page

Corrections Ed Reports

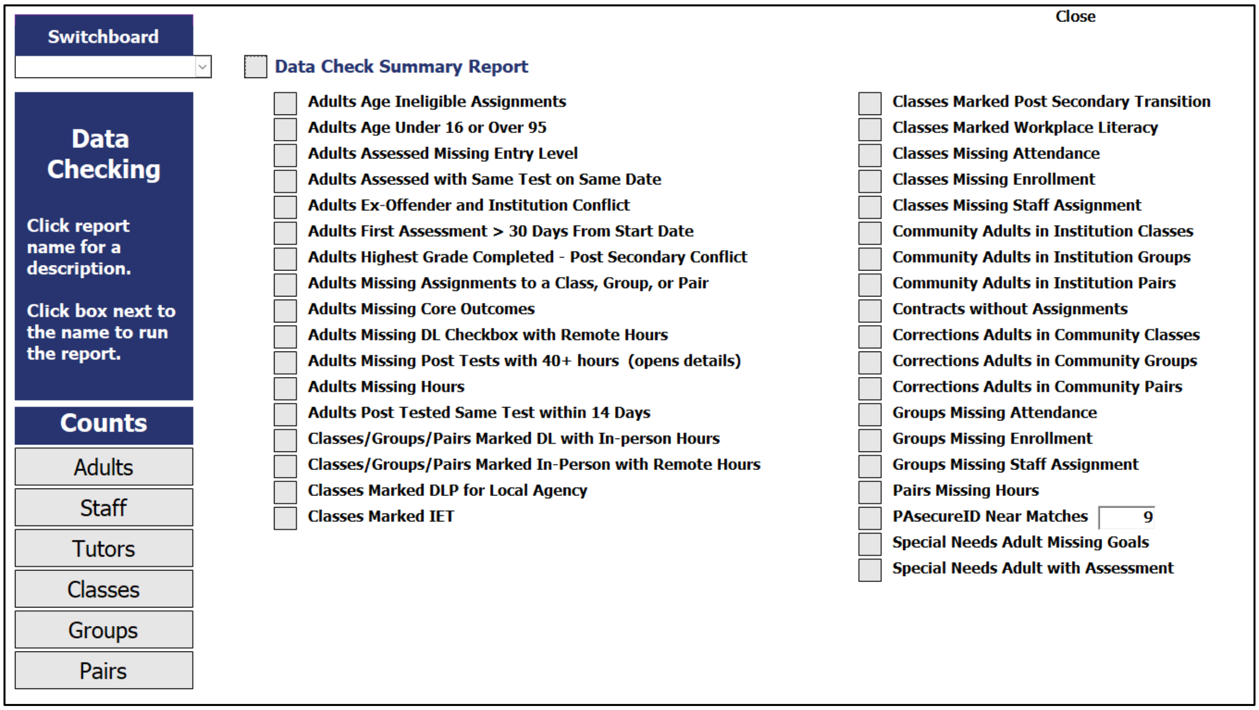
This page allows users to view reports for adults marked with Residence – Institutional within a Corrections setting.



eData Access Template Screenshot: Corrections Ed Reports page

Data Checking

This page includes data checking items for all programs and/or contract types.



eData Access Template Screenshot: Data Checking page

Data check items are not necessarily errors that need to be corrected. They are sometimes items that MAY indicate an error (e.g., in-person instructional hours entered in the remote hours field). Keep in mind that it may not be possible to correct some items that appear in the data checking report. For example, if an adult counted in the “Adults Missing Exit Assessments” data check was never post tested, and subsequently left the program, this item will remain in the data checks and cannot be corrected.

Data Check Summary Report

This report provides a summary of items to check in the data. The items that appear have a corresponding query that appears on the “Data checking” page or the “Family Literacy Data Checking” page. For example, if “Adults Missing Hours” appears in the summary report with five errors, that means that five adults are missing hours. Navigate to the data checking page and click the button next to “Adults Missing Hours” to identify the five adults by name.

Counts

On the left side of the data checking page, a list of buttons appears in the **Counts** section. Each of these items provides a numeric count for the item named on the button. For example, by clicking **Adult**, a count of the total number of adults entered in eData compared to enrolled adults (>=12 hours) will appear. These same counts are also on the Monitoring page.

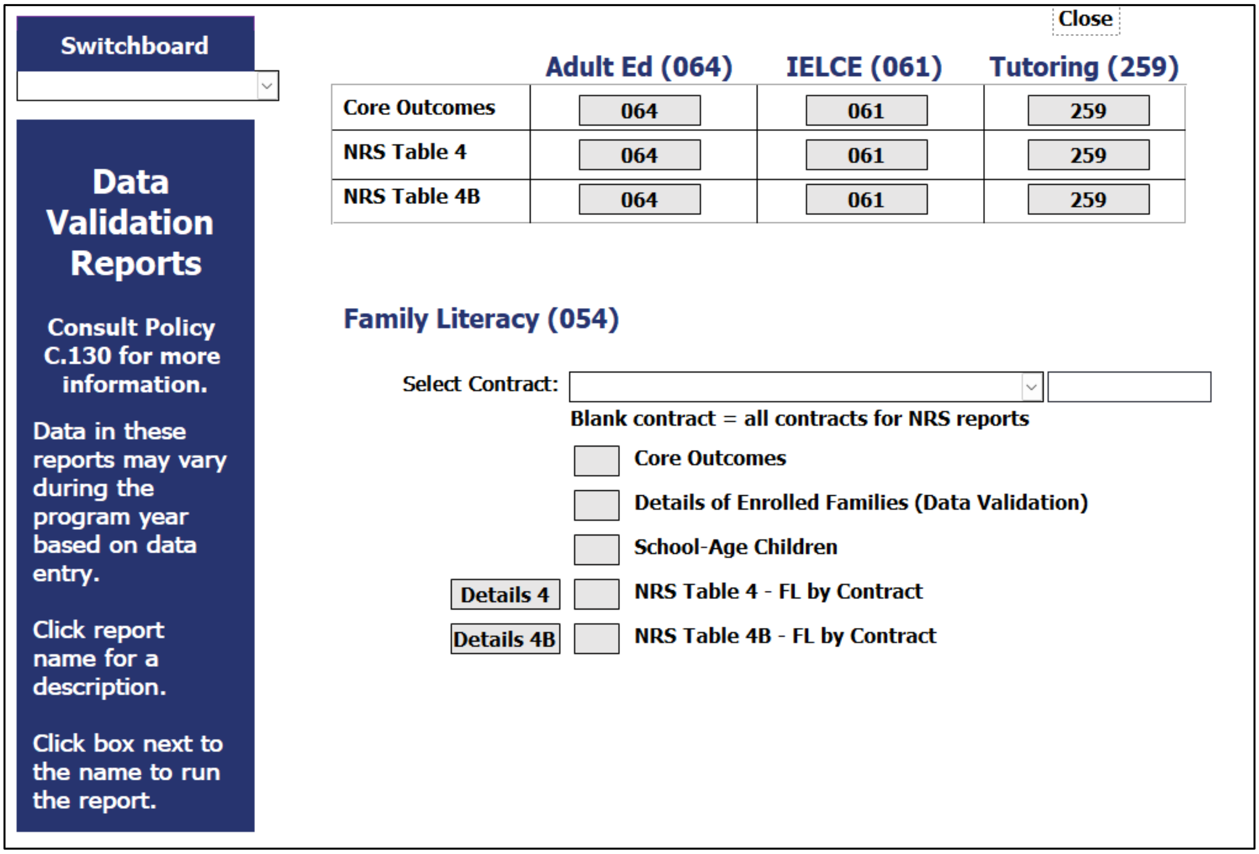
Query/Report Name	Description
Data Check - Summary Report	This report is a summary of all the items listed on both the “Data Checking” and “Family Lit Data Checking” pages and is the same report that eData Tech Support emails monthly to agencies and Division advisors. To find more detailed information about a given data check, run the corresponding query on the “Data Checking” page by clicking on the box to the left of the name.
Data Check - Adults Age Ineligible Assignments	This query lists adults whose age falls outside of the age eligibility range for participation in classes, groups, or pairs with specific contract/services. See Division of Adult Education guidelines for more information.
Data Check - Adults Age under 16 or over 95	This query lists adults who are younger than 16 years old or older than 95 years old as of their start date for the current program year.
Data Check - Adults Assessed Missing Entry Level	This query lists adults who have assessments entered in eData but do not have an NRS entry EFL identified. To be identified as an NRS entry EFL assessment, an assessment must be dated within 30 days after the adult's current year start date or within 150 days prior to the current year start date. The number of days between the adult's current year start date (“PoPStartDate”) and the assessment date is listed in the field “NumDaysBetweenEntryAndAssessment.”
Data Check - Adults Assessed with Same Test on Same Date	This query lists adults who have two of the same assessment subtests dated the same day.
Data Check - Adults Ex-Offender and Institution Conflict	This query lists adults who are marked in eData as “Residence” = “Institution” and are also checked “Yes” under “Ex-Offender” in their barriers to employment.
Data Check - Adults First Assessment > 30 Days from Start Date	This opens two queries: - qryAssess>30DaysStep3 counts adults by agency that have a pretest assessment that is over 30 days from their start date for the selected hour range. When running this query, prompts appear for the entry of minimum and maximum total instructional hours to allow for filtering by adult hours. The default minimum hours are 12, and the default maximum hours are 1000. - qryAssess>30DaysStep2 lists all adults that have a pretest assessment that is over 30 days from their start date and indicates if the adult is shared with another agency. Note that this query is not limited by the entry of minimum and maximum hours mentioned with the query above.

Query/Report Name	Description
Data Check - Adults Highest Grade Completed - Postsecondary Conflict	This query lists adults marked in eData as "enrolled in postsecondary education" at entry but do not have, marked in eData, a high school diploma (including alternative HS program), some postsecondary education (no degree), a postsecondary education degree, or a high school equivalency diploma.
Data Check - Adults Missing Assignments To a Class, Group, or Pair	This query lists, by agency, adults who have not been assigned to a class, group, or pair. If an adult is shared with another agency, they may have hours assigned by the other agency, which are listed in the field "AdultHoursYTD."
Data Check - Adults Missing Core Outcomes	This query lists adults who are missing core outcomes.
Data Check - Adults Missing DL Checkbox with Remote Hours	This opens two queries: - qryDataCheckDistanceLearningMissingCheckboxWithRemoteHrs lists adults who have remote hours > 0 but whose "Distance Learning" checkbox is not checked in eData. The "Shared" field indicates if the adult is shared with another agency whose remote hours may be different. - qryDataCheckDistanceLearningMissingCheckboxWithRemoteHrsCnt counts adults, by agency, who have remote hours > 0 but whose "Distance Learning" checkbox is not checked in eData.
Data Check - Adults Missing Post Tests with 40+ hours (opens details)	This opens two queries: -qryDataCheckAdultsMissingExitLevelAssessment lists enrolled adults with an NRS entry EFL assessment who are missing an exit EFL assessment for any subtest and have more instructional hours than the publisher's recommended hours for post testing (40 hours). -qryDataCheckAdultsMissingExitLevelAssessmentDetail lists, by enrolled adult, each subtest that is missing a posttest and that has more instructional hours than the publisher's recommended hours for post testing (40 hours). 'Hrs' field = hours tied to the entry level assessment subtest.
Data Check - Adults Missing Hours	This query lists adults with no instructional hours entered in eData.

Query/Report Name	Description
Data Check - Adults Post Tested Same Test within 14 Days	This query lists adults who have two administrations of the same assessment subtest within a 14-day period. Assessment dates are displayed in chronological order in the administration number fields (1, 2, 3, etc.) along with the fields "Days_Admin x-x," which calculate the number of days between two administrations.
Data Check - Classes/Groups/Pairs Marked DL with In-Person Hours	This query lists classes, groups, and pairs marked with special program type "Distance Learning: ... "that also have in-person adult attendance noted in field "Total Inperson Hrs in Activity."
Data Check - Classes/Groups/Pairs Marked In-Person with Remote Hours	This query lists classes, groups, and pairs marked with special program type "Fully In-Person" that have remote adult attendance which is noted in field "Total Remote Hrs in Activity."
Data Check - Classes Marked DLP for Local Agency	This query lists local agency classes marked with special program type "Distance Learning: DLP." Typically, the Distance Learning Project is the only program that should use the DLP special program type.
Data Check - Classes Marked IET	This query lists classes marked as "IET" in the "Special Program Type" field. This can be IET either with credential or without.
Data Check - Classes Marked Postsecondary Transition	This query lists classes marked as "Postsecondary Transition" in the "Special Program Type" field.
Data Check - Classes Marked Workplace Literacy	This query lists classes marked as "Workplace Literacy" in the "Special Program Type" field.
Data Check - Classes Missing Attendance	This query lists classes that do not have any adult hours entered for the class.
Data Check - Classes Missing Enrollment	This query lists classes that do not have any adults assigned to the class.
Data Check - Classes Missing Staff Assignment	This query lists classes that do not have a staff person assigned.
Data Check - Community Adults in Institution Classes	This query lists adults whose "Residence" is marked "Community" but who are in a class marked with "ProgramComponent" = "Institutional."
Data Check - Community Adults in Institution Groups	This query lists adults whose "Residence" is marked "Community" but who are in a group marked with "ProgramComponent" = "Institutional."
Data Check - Community Adults in Institution Pairs	This query lists adults whose "Residence" is marked "Community" but who are in a pair marked with "ProgramComponent" = "Institutional."

Query/Report Name	Description
Data Check - Contracts without Assignments	This query lists contract numbers and associated contract components that have not been assigned to a class, group, or pair.
Data Check - Corrections Adults in Community Classes	This query lists adults marked “Residence” = “Institution” but are in a class marked as “ProgramComponent” = “Community.”
Data Check - Corrections Adults in Community Groups	This query lists adults marked “Residence” = “Institution” but are in a group marked as “ProgramComponent” = “Community.”
Data Check - Corrections Adults in Community Pairs	This query lists adults marked “Residence” = “Institution” but are in a pair marked as “ProgramComponent” = “Community.”
Data Check - Groups Missing Attendance	This query lists groups that do not have any adult attendance hours entered.
Data Check - Groups Missing Enrollment	This query lists groups that do not have any adults assigned to a group.
Data Check - Groups Missing Staff Assignment	This query lists groups that do not have any staff member assigned.
Data Check - Pairs Missing Hours	This query lists pairs that have no hours entered in eData.
Data Check - PASecureID Near Matches	This query lists PASecureID near matches. Contact eData Tech Support to resolve the problem.
Data Check - Special Needs Adult Missing Goals	This query lists adults marked as “Special Needs” who are missing adult-specific goals or who do not have at least three adult-specific goals entered in eData.
Data Check - Special Needs Adult with Assessment	This query lists adults who have an assessment entered in eData but are also marked as a special needs adult.

Data Validation Reports



eData Access Template Screenshot: Data Validation Reports page

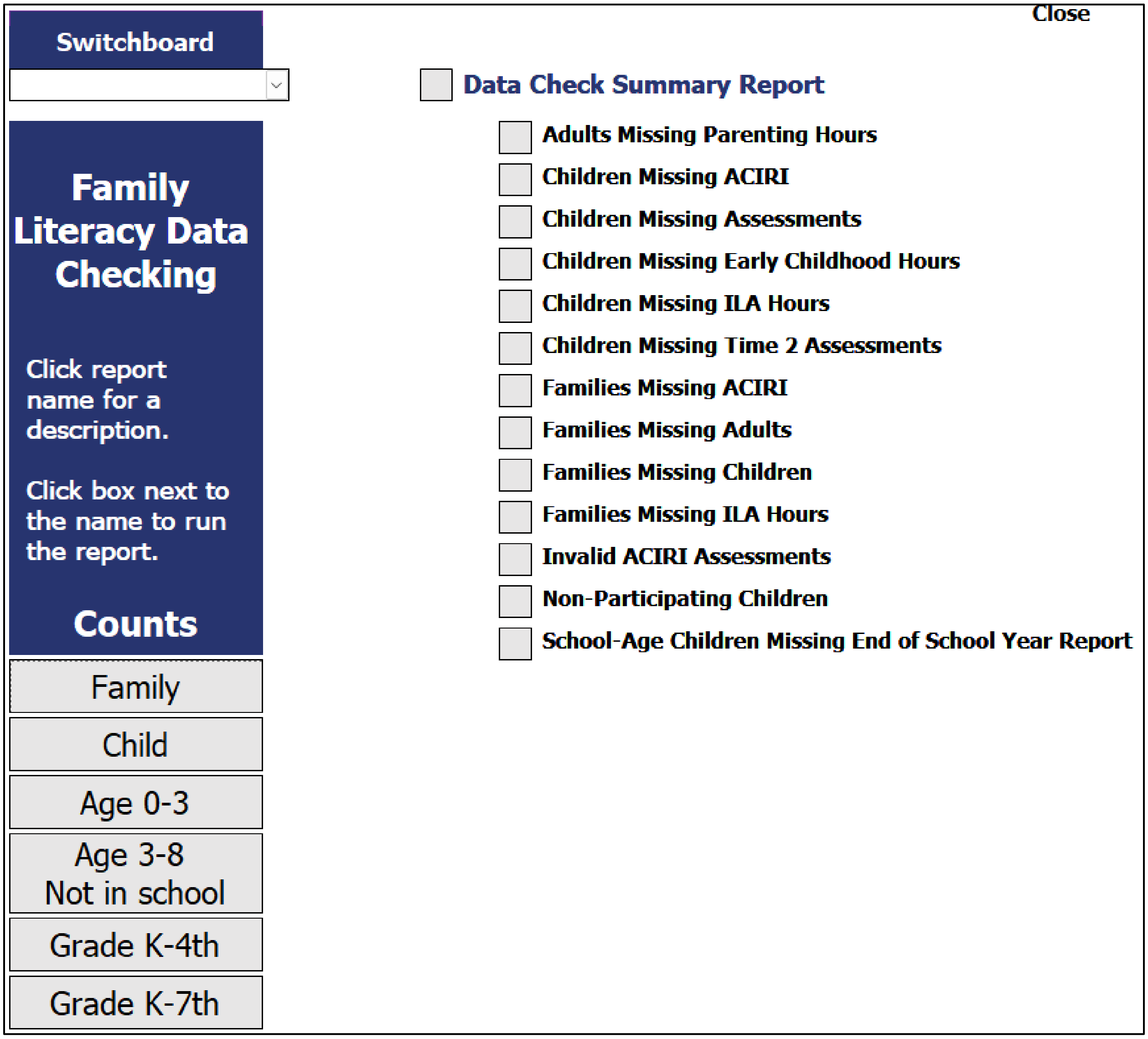
Adults who are enrolled in more than one contract will only be counted once. If an adult is part of an enrolled family, the adult is counted only in the Family Literacy contract. Otherwise, the adult counts in 061, 259 or 064, whichever contract has the greatest number of hours. Adults shared between contractor and subcontractor(s) are counted only once on each report.

Query/Report Name	Description
Data Validation - Report Core Outcomes	This report counts core outcomes for enrolled adults who have 12 or more hours in the selected contract, a Set Date, an Entry EFL, and a PoP exit date. Data for subcontractors is included in this report if the subcontractor data has been imported from eData. Adults shared among contractor and subcontractor(s) are counted only once. This report is referenced in Division of Adult Ed Policy C.130 Verifying and Reporting Data. NOTE: Adults who are enrolled in more than one contract will only count in one contract at the end of a program year. If an adult is part of an enrolled family, they are then counted in contract 054. If not in an enrolled family, an enrolled adult is counted in the contract in which they have the most hours.
Data Validation Report - NRS Table 4	This report shows EFL gains and attendance for enrolled adults who have 12 or more hours in the selected contract and an entry EFL assessment. Data for subcontractors is included if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. This report is referenced in Division of Adult Ed Policy C.130 Verifying and Reporting Data. NOTE: Adults who are enrolled in more than one contract will only count in one contract at the end of a program year. If an adult is part of an enrolled family, they are then counted in contract 054. If not in an enrolled family, an enrolled adult is counted in the contract in which they have the most hours.
Data Validation Report - NRS Table 4B	This report shows EFL gains and attendance for enrolled adults who have 12 or more hours in the selected contract and an entry and exit EFL assessment. Data for all subcontractors is also included in this report if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are only counted once. This report is referenced in Division of Adult Ed Policy C.130 Verifying and Reporting Data. NOTE: Adults who are enrolled in more than one contract will only count in one contract at the end of a program year. If an adult is part of an enrolled family, they are then counted in contract 054. If not in an enrolled family, an enrolled adult is counted in the contract in which they have the most hours.

Query/Report Name	Description
Data Validation Report - Core Outcomes (054)	This report counts core outcomes for adults who are in an enrolled family in contract 054, have a Set Date, an Entry EFL, and a PoP exit date. Data for all subcontractors is included in this report if the subcontractor data has been imported from eData; however, adults shared among contractor and subcontractor(s) are counted only once. This report is referenced in Division of Adult Ed Policy C.130 Verifying and Reporting Data. NOTE: Adults who are enrolled in more than one contract will only count in one contract at the end of a program year. If an adult is part of an enrolled family, they are then counted in contract 054. If not in an enrolled family, they are not counted in this report.
Data Validation Report - Details of Enrolled Families	This report shows Family Enrollment, Core Goals set, Child Assessments, and Interactive Literacy Assessments (ACIRI). For additional information, refer to the Division of Adult Ed Policy C.100 Adult Education and Family Literacy Performance Standards.
Data Validation Report - School-Age Children	This report shows a summary of school-age children in enrolled families including Promotion and Reading on Grade Level. For additional information, refer to Policy C.100 Adult Education and Family Literacy Performance Standards.
Data Validation Report - NRS Table 4 - FL by Contract	This report shows EFL gains and attendance for pretested adults in enrolled families for the selected contract. Data for subcontractors is included in this report if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. NOTE: Adults who are enrolled in more than one contract will only count in one contract at the end of a program year. If an adult is part of an enrolled family, they are then counted in contract 054. If not in an enrolled family, an enrolled adult is counted in the contract in which they have the most hours. The “Details” query lists the same information in a spreadsheet format.
Data Validation Report - NRS Table 4B - FL by Contract	This report shows EFL gains and attendance for pre- and posttested adults in enrolled families for the selected contract. Data for all subcontractors is included in this report if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. NOTE: Adults who are enrolled in more than one contract will only count in one contract at the end of a program year. If an adult is part of an enrolled family, they are then counted in contract 054. If not in an enrolled family, an enrolled adult is counted in the contract in which they have the most hours. The “Details” query lists the same information in a spreadsheet format.

Family Literacy Data Checking

This data checking page is specific to Family Literacy data checking items; however, the Data Check Summary Report is the same report as on the "Data Checking" page.

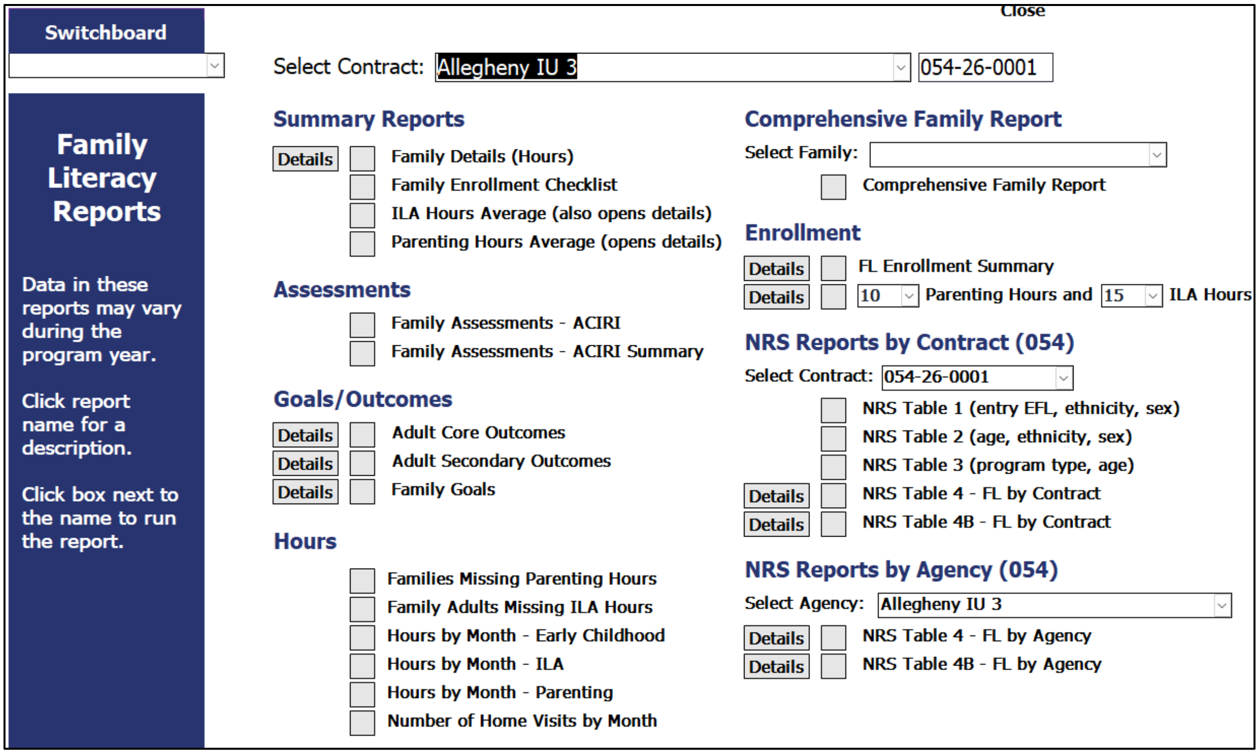


eData Access Template Screenshot: Family Literacy Data Checking page

Query/Report Name	Description
FL Data Check - Data Check Summary Report	This report is a summary of all the items listed on both the "Family Lit Data Checking" page and "Data Checking" page and is the same report that eData Tech Support emails monthly to agencies and Division advisors. To find more detailed information about a given data check, run the corresponding query on the "Family Lit Data Checking" page.
FL Data Check - Adults Missing Parenting Hours	This query lists family literacy adults who do not have any parenting hours entered in eData.

Query/Report Name	Description
FL Data Check - Children Missing ACIRI	This query lists three- to five-year-old children not in school who do not have any family assessments (ACIRI) entered in eData.
FL Data Check - Children Missing Assessments	This query lists children who do not have any assessments entered in eData.
FL Data Check - Children Missing Early Childhood Hours	This query lists children who do not have any Early Childhood Hours (ECH) entered in eData.
FL Data Check - Children Missing ILA Hours	This query lists children who do not have any ILA Hours entered in eData.
FL Data Check - Children Missing Time 2 Assessments	This query lists children who have an initial assessment entered in eData but do not have the "Time 2" assessment entered in eData.
FL Data Check - Families Missing ACIRI	This query lists families that do not have applicable ACIRI assessments entered in eData.
FL Data Check - Families Missing Adults	This query lists families that do not have adults either entered or associated with the family in eData.
FL Data Check - Families Missing Children	This query lists families that do not have children entered in eData.
FL Data Check - Families Missing ILA Hours	This query lists families who do not have any ILA hours entered in eData.
FL Data Check - Invalid ACIRI Assessments	This query lists invalid ACIRI assessment dates. See Policy D.160 Interactive Literacy Activities (ILA) Assessment for more information.
FL Data Check - Non-Participating Children	This query lists children who are marked as "Not Participating" in eData. Note: Family enrollment calculations exclude any child marked as not participating.
FL Data Check - School-Age Children Missing End of School Year Report	This query lists school-age children who do not have data for the End-of-School-Year Report (EOSYR) entered in eData.

Family Literacy Reports



eData Access Template Screenshot: Family Literacy Reports page

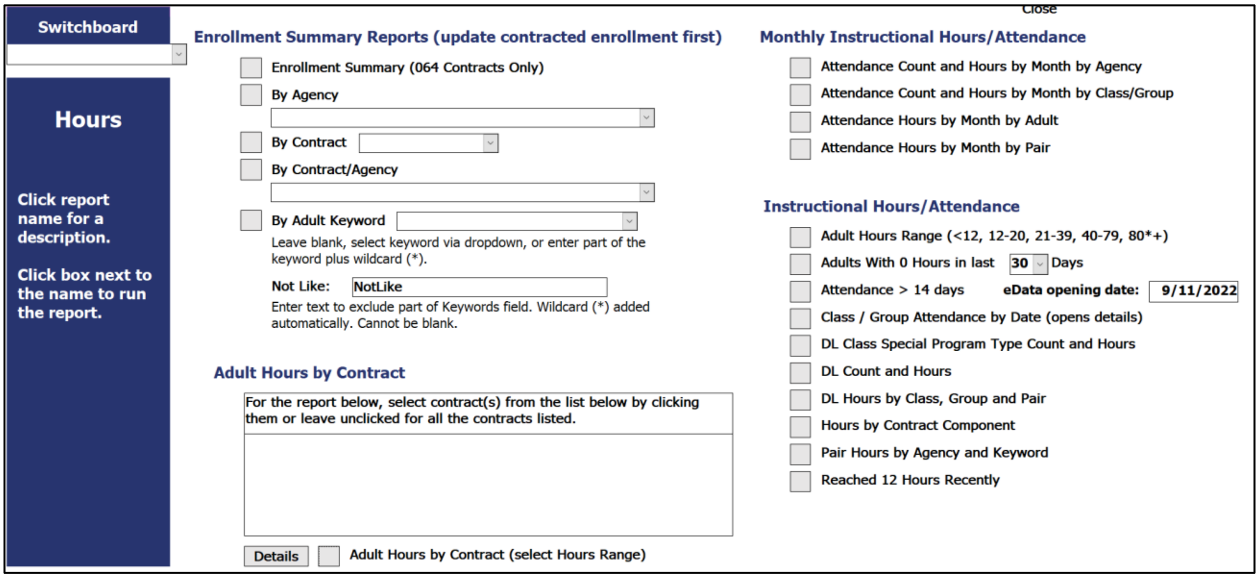
Query/Report Name	Description
Family Details (Hours)	This report counts family literacy-related hours, sorted by surname, and it lists all adults and children associated with each family. Hours for adults and children are counted as follows: - Adult - Instructional hours, Parenting hours, ILA hours, and the number of home visits - Child - Early Childhood Hours (ECH) / ILA hours The “Details” query lists the same information in a spreadsheet format.
Family Enrollment Checklist	This query lists a family enrollment checklist and indicates which components each family has completed with the number 1. A blank or a zero indicates the component has not been completed. The field “EnrolledFamily” = 1 for an enrolled family and 0 for not enrolled.
ILA Hours Average	This opens two queries: - qryViewILAHoursAgencyAvg counts agency total and average ILA hours. - qryViewILAHoursAvg counts adult ILA hours. The field “15 ILA Hours” = 1 if the adult has 15 or more ILA hours.

Query/Report Name	Description
Parenting Hours Average	This opens two queries: - qryViewParentingHoursAgencyAvg counts agency total and average parenting hours. - qryViewParentingHoursAvg counts adult parenting hours. The field “10 Parenting Hours” = 1 if the adult has 10 or more parenting hours.
Family Assessments - ACIRI	This report shows details of ACIRI assessments for families in eData, sorted by surname.
Family Assessments - ACIRI Summary	This report shows a summary of ACIRI assessments for families in eData, sorted by surname.
Adult Core Outcomes	This report shows adults’ outcome status sorted by enrollment status, outcome, and cohort status. NOTE: Adults included in the outcome cohort have 12 or more hours of instruction, a valid SSN, an entry EFL assessment, an exit date, and in an enrolled family. The “Details” query lists the same information in a spreadsheet format.
Adult Secondary Outcomes	This report shows the secondary outcomes set by adults enrolled in a Family Literacy program. The report is sorted by enrollment status and goal and shows the set, met, and exit dates for each adult. The “Details” query lists the same information in a spreadsheet format.
Family Goals	This report shows the goals, set dates, and met dates of all families served. The report is sorted by keyword and surname and lists the children with their goals. If a goal does not have a met date entered in eData, it is listed in red text. The “Details” query lists the same information in a spreadsheet format.
Families Missing Parenting Hours	This query lists family surnames that do not have parenting hours entered in eData.
Family Adults Missing ILA Hours	This query lists adults in a family who do not have ILA Hours entered in eData.
Hours by Month - Early Childhood	This query counts, by month, early childhood hours entered in eData.
Hours by Month - ILA	This query counts, by month, ILA hours entered in eData.
Hours by Month - Parenting	This query counts, by month, parenting hours entered in eData.
Number of Home Visits by Month	This query counts, by month, the number of home visits entered in eData. The “MonthsServed” field shows the amount of time, in months, between the family start and exit dates. If there is no family exit date entered in eData, the current date is used as the exit date.

Query/Report Name	Description
Comprehensive Family Report	This report shows the selected family's details including adult and child assessments, adult goals, and instructional hours.
FL Enrollment Summary	This query lists the following: - Number of enrolled families - Planned enrollment for family literacy adults - Enrollment percentage The Details button opens two queries: - qryReport_FL-ES_Perf_FINAL4of4 lists the Family Enrollment Checklist - qryReport_FL-ES_Perf_FINAL_SummaryStep6 counts the totals of each family enrollment component by agency
Parenting Hours and ILA Hours	This query counts enrolled families that have at least X hours of parent education AND Y hours of ILA as entered in the dropdowns. The '%FamEnoughHrs' field lists the percentage of enrolled families that meet both ILA and Parenting criteria. The Details button shows all FL adults parenting and ILA hours.
NRS Table 1 (Entry EFL, Ethnicity, Sex)	This report counts adults in enrolled families by entry EFL, ethnicity, and sex.
NRS Table 2 (Age, Ethnicity, Sex)	This report counts adults in enrolled families by age group, ethnicity, and sex.
NRS Table 3 (Program Type and Age)	This report counts adults in enrolled families by program type and age group.
NRS Table 4 - FL by Contract	This report counts EFL gains and attendance for pretested adults in enrolled families for the selected contract. Data for subcontractors is included if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. The "Details" query lists the same information in a spreadsheet format.
NRS Table 4B - FL by Contract	This report counts EFL gains and attendance for pre- and posttested adults in enrolled families for the selected contract. Data for subcontractors is included if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. The "Details" query lists the same information in a spreadsheet format.

Query/Report Name	Description
NRS Table 4 - FL by Agency	This report counts EFL gains and attendance for pretested adults in enrolled families for the selected agency. Data for subcontractors is included if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. The “Details” query lists the same information in a spreadsheet format.
NRS Table 4B - FL by Agency	This report counts EFL gains and attendance for pre- and posttested adults in enrolled families for the selected agency. Data for subcontractors is included if the subcontractor data has been imported from eData; however, adults shared between contractor and subcontractor(s) are counted only once. The “Details” query lists the same information in a spreadsheet format.

Hours



eData Access Template Screenshot: Hours page

Query/Report Name	Description
Enrollment Summary (064 Contracts Only)	This report shows: - Contracted: 064 enrollment - Enrolled 064: current 064 enrollment - Enrollment: percentage of enrolled out of contracted - Standard: minimum enrollment percentage - Average Hours: instructional hours for enrolled adults - Enrolled 064: current 064 enrollment - Posttest: number of adults with an exit EFL assessment - Percentage: posttested out of enrolled
064 Enrollment Summary by Agency	This report shows by selected agency: - Contracted: 064 enrollment - Enrolled 064: current 064 enrollment - Enrollment: percentage of enrolled out of contracted - Standard: minimum enrollment percentage - Average Hours: instructional hours for enrolled adults - Enrolled 064: current 064 enrollment - Posttest: number of adults with an exit EFL level - Percentage: posttested out of enrolled

Query/Report Name	Description
Enrollment Summary by Contract	This report shows by selected contract: - Contracted: selected contracted enrollment - Enrolled: current selected contract enrollment - Enrollment: percentage of enrolled out of contracted - Standard: minimum enrollment percentage - Average hours: instructional hours for enrolled adults - Enrolled: current selected contract enrollment - Posttest: number of adults with an exit EFL level - Percentage: posttested out of enrolled
Enrollment Summary by Contract/Agency	This report shows by selected contract/agency: - Contracted: selected contracted enrollment - Enrolled: current selected contract/agency enrollment - Enrollment: percentage of enrolled out of contracted - Standard: minimum enrollment percentage - Average hours: instructional hours for enrolled adults - Enrolled: current selected contract/agency enrollment - Posttest: number of adults with an exit EFL level - Percentage: posttested out of enrolled
Enrollment Summary by Adult Keyword	This report shows by selected adult keyword: - Contracted: contracted enrollment - Enrolled: current selected enrollment - Enrollment: percentage of enrolled out of contracted - Standard: minimum enrollment percentage - Average hours: instructional hours for enrolled adults - Enrolled: current selected enrollment - Posttest: number of adults with an exit EFL level - Percentage: posttested out of enrolled In the "Select Keyword" drop-down, options include: - Keeping the field blank includes all adult records - Entering or selecting a specific keyword - Entering a partial keyword with the use of wildcards (*) The "Not Like" field CANNOT be blank for the "Not Like" logic to work; thus, the never-used phrase "NotLike" is the default text. The "NotLike" default text can be replaced with a phrase that will be removed from the results. The "Details" query lists details for the adults included in the report above.

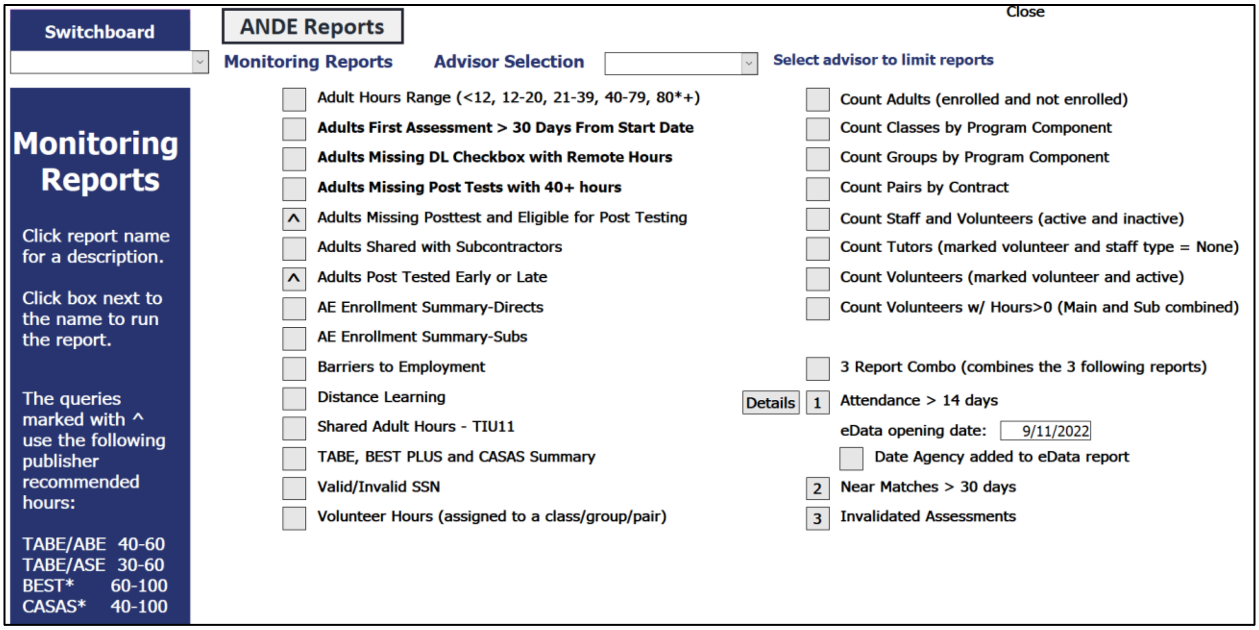
Query/Report Name	Description
Adult Hours by Contract (select Hours Range)	This report shows adults and the total, remote, and in-person hours obtained under the specified contract number(s). To specify contract number(s), click one or more contracts from the list. If no contracts are selected, the report will include all contracts on the list. When running the report, two prompts will appear that allow the selection of minimum and maximum hours. The default hours range is 12-1000, but this can be changed in the “Min – Max Hours” dialog boxes when the query is run. For example: - To show adults with less than 12 hours, enter 0 for Min Hours and 11.99 for Max Hours. - To show all adults in the specified contract(s) (including those with 0 hours), enter 0 for Min Hours and 2000 for Max Hours. The “Missing F2F?” field shows when an adult has more than zero remote hours and zero in-person hours entered in eData. An “#Error” result means that no hours have been entered in eData to adults using that contract number. The “Details” query lists the same information in a spreadsheet format.
Attendance Count and Hours by Month by Agency	This query lists the following three items in the “Type” field for each agency: 1. “Count”: Displays, by month, a count of adults who have more than zero instructional hours. 2. “Avg Hours”: Displays, by month, the average hours of adults with more than zero hours. 3. “Total Hours”: Displays total hours by month.

Query/Report Name	Description
Attendance Count and Hours by Month by Class/Group	This query lists the following three items in the "Type" field for each class and group: 1. "Count": Displays, by month, a count of adults who have more than zero instructional hours in the class/group. 2. "Avg Hours": Displays, by month, the average hours of adults with more than zero hours for the month by class/group. 3. "Total Hours": Displays total class/group hours by month.
Attendance Hours by Month by Adult	This query lists hours, by month, for served adults.
Attendance Hours by Month by Pair	This query lists hours, by month, for pairs.
Adult Hours Range	This query counts, by contract, adults in total instructional hours ranges (<12, 12-20, 21-39, 40-79, 80*+). Adults in more than one contract are counted once for each contract (e.g.,061, 064). Adults with zero hours who are assigned to a class/group/pair will appear in the count "<12 hours" under the associated class/group/pair contract.
Adults With 0 Hours in Last XX Days	This query lists adults with no instructional hours within the selected number of days and do not have an exit date in eData. The drop-down shows 30, 60, or 90 days, but any number can be entered. The "DatePlus90" field shows the date 90 days after the most recent date of attendance ("Date_Hours_Obtained").
Attendance > 14 Days	This query counts attendance records that were entered into eData more than 14 days after the hours occurred. To account for the late opening of eData in certain program years, users may enter the opening date of eData in the "eData opening date" field for their agency to limit the results of this query to dates after the entered opening date.
Class/Group Attendance by Date (opens details)	This opens three queries: - qryDataCheckClassGroupAttendanceByDate lists all classes and groups for an agency, each date they met, the names of attendees, and their hours and total hours ('TotalActualHours') for the class. - qryDataCheckClassGroupAttendanceByDateTotal counts adults and the total, minimum, maximum, and average hours for each class / group date. - qryDataCheckClassGroupAttendanceByDatePercent shows adult hours, class / group hours, and percent of time spent in each class / group.

Query/Report Name	Description
DL Class Special Program Type Count and Hours	This query counts adults and sums their class hours by agency and by special program type (SPT). Adults are included in this query only if their “Distance Learner” checkbox is checked in eData and specified as “Provided by Local Agency.” Note that an adult in multiple SPTs is counted once in each SPT.
DL Count and Hours	This query counts adults by agency and includes their total hours and total DL hours for distance learners. Adults are included in the “Adults Marked as Distance Learners” field if their “Distance Learner” checkbox is checked, specified as “Provided by Local Agency,” in eData.
DL Hours by Class, Group, and Pair	This query lists adult DL hours by agency and by class/group/pair. Adults are included in this query only if their “Distance Learner” checkbox is checked, specified as “Provided by Local Agency,” in eData.
Hours by Contract Component and Hours by Month	This opens two queries: - qryReportClass_HrsByMonthAdult lists adult instructional hours by agency by month. - qryReportAdultHoursByService2of2 lists adult instructional hours by the specific contract component (ABE, ASE, ESL). The “MaxHours” field indicates in which contract the adult has the most instructional hours. Family Literacy contracts are identified based on the Service selected in the class, group, or pair. IELCE contracts are identified as “ESL.” 064 contracts are identified based on the contract component. For example, “ABE Community” and “ABE Institutional” are labeled “ABE,” “ASE/GED Community” and “ASE/GED Institutional” are labeled “ASE.” “N contracts” are NOT included in this query. NOTE: These reports include all hours entered in eData for the adult, whether the hours were in a class, group, or pair. The “Details” query lists the same information in a spreadsheet format.

Query/Report Name	Description
Pair Hours by Agency and Keyword	This report includes the following per staff assigned to a pair: - Served Adults (less than 12 pair hours) - Enrolled Adults (12 or more pair hours and EFL Entry Level) - Average Hours (averages enrolled adult hours) - Adults Posttested - Gain % of Enrolled Adults NOTE: Adults assigned to more than one pair appear in the served count for each pair, and this report uses only the hours earned in the specific pair. For enrollment, an adult may have earned five hours in one pair and seven hours in another pair, but they will not be included in either pair's enrollment count because they did not earn 12 hours in either pair.
Reached 12 Hours Recently	This query lists adults that have, in eData, between 12 and 20 hours year-to-date (YTD) within the previous X number of days from the date the query is run. The query prompts for the previous X number of days to use in the “DaysAgo” field. For example, if the query is run on June 21, and the user enters 14 as the number of days, the query will return YTD hours by adults who attained between 12 and 20 hours of instruction between June 7 and June 21.

Monitoring Reports



eData Access Template Screenshot: Monitoring Reports page

Query/Report Name	Description
ANDE Reports	This button links to a new page that contains summary information about ANDE Staff, Classes, and Adults.
Adult Hours Range (<12, 12-20, 21-39, 40-79, 80*+)	This query counts, by contract, adults in total instructional hours ranges (<12, 12-20, 21-39, 40-79, 80*+). Adults in more than one contract are counted once for each contract (i.e., 061, 064, etc.). Adults with zero hours who are assigned to a class/group/pair will appear in the count '<12 hours' under the associated class/group/pair contract.
Adults First Assessment > 30 Days From Start Date	This opens two queries: - qryAssess>30DaysStep3 counts adults by agency that have a pretest assessment that is over 30 days from their start date for the selected hour range. When running this query, prompts appear for the entry of minimum and maximum total instructional hours to allow for filtering by adult hours. The default min and max hours are 12 and 1000. - qryAssess>30DaysStep2 lists all adults that have a pretest assessment that is over 30 days from their start date and indicates if the adult is shared with another agency. Note that this query is not limited by the entry of min and max hours mentioned with the query above.

Query/Report Name	Description
Adults Missing DL Checkbox with Remote Hours	This opens two queries: - qryDataCheckDistanceLearningMissingCheckboxWithRemoteHrs lists adults who have remote hours > 0 but whose Distance Learning Checkbox is not checked in eData. The ‘Shared’ field indicates if the adult is shared with another agency whose remote hours may be different. - qryDataCheckDistanceLearningMissingCheckboxWithRemoteHrsCnt counts adults, by agency, who have remote hours > 0 but whose Distance Learning Checkbox is not checked in eData.
Adults Missing Post Tests with 40+ hours	This opens two queries: - qryDataCheckAdultsMissingExitLevelAssessment lists enrolled adults with an NRS entry EFL assessment who are missing an exit EFL assessment for any subtest and have more instructional hours than the publisher’s recommended hours for post testing (40 hours). - qryDataCheckAdultsMissingExitLevelAssessmentDetail lists, by enrolled adult, each subtest that is missing a posttest and that has more instructional hours than the publisher’s recommended hours for post testing (40 hours). 'Hrs' field = hours tied to the entry level assessment subtest.
Adults Missing Post Tests and Eligible for Post Testing	This query counts the number of all enrolled adults who meet the criteria for the minimum publisher hours for post testing (Adults Eligible for Posttest) and counts only enrolled adults who are missing any posttest who meet the criteria for the minimum publisher hours for post testing (Adults Missing Any Posttest). Note that missing any posttest means there is no Administration 2 record for that adult. The count of 'Adults Missing Any Posttest' is a subset of the 'Adults Eligible for Posttest'.
Adults Shared with Subcontractors	This pair of queries lists and counts adults who are shared between a direct agency and their subcontractor(s). It opens two queries: - qryAdultsInAgencyRawData lists shared adults. - qryAdultsInAgencyCount counts shared adults by agency.

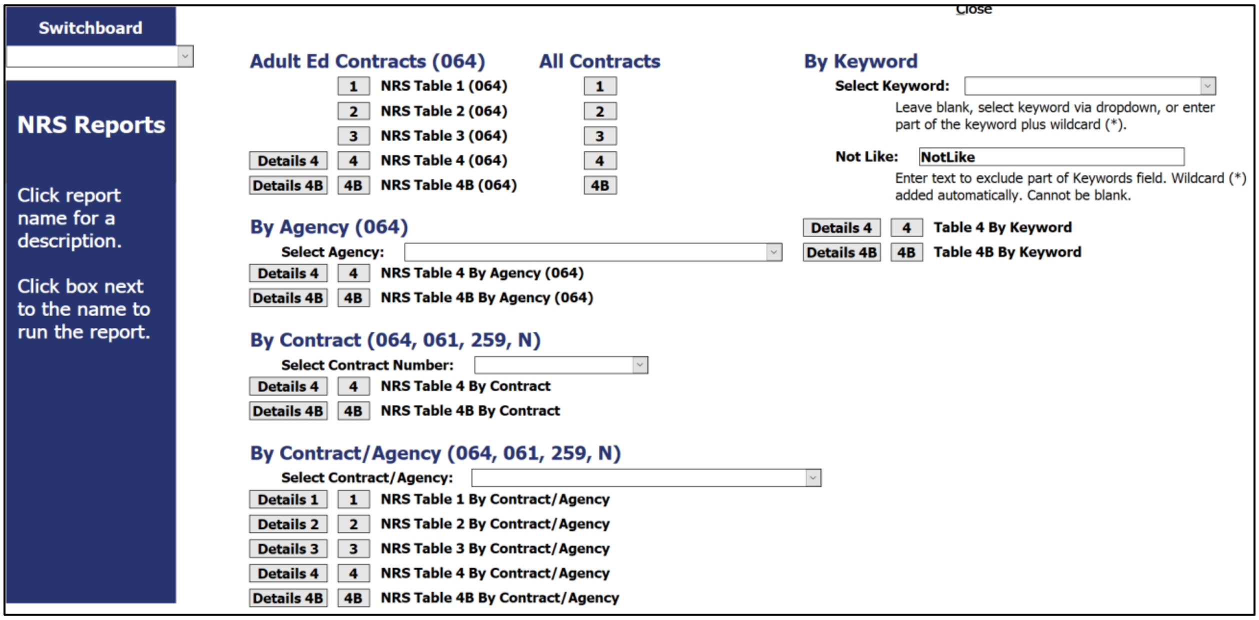
Query/Report Name	Description
Adults Post Tested Early or Late	This opens three queries: - qryDataCheck2ndLevelAssess_HrsCheckHigh lists the adults' instructional hours between subtest assessment administrations 1 and 2 that are above the maximum publishers' recommended hours for post testing. - qryDataCheck2ndLevelAssess_HrsCheckLow lists the adults' instructional hours between subtest assessment administrations 1 and 2 that are below the minimum publishers' recommended hours for post testing. Note: In the above two queries, the 'NRS Use' field indicates if the assessment subtest listed was used to determine the adult's NRS entry/exit EFL. - qryHrsCheckAll_Union_Crosstab counts adults by agency with a column for 'Low' and a column for 'High'.
AE Enrollment Summary (Directs)	This query counts the following for direct agencies: - Contracted enrollment (includes subcontractor enrollment) - Enrolled and posttested adults - Posttested adults with an EFL gain - Enrolled adults
AE Enrollment Summary (Subs)	This query counts the following for direct and subcontracted agencies: - Contracted enrollment - Enrolled and posttested adults - Posttested adults with an EFL gain - Enrolled adults
Barriers to Employment	This query counts the NRS Barriers to Employment as entered in eData, by agency.
Distance Learning	This query counts adults by agency and includes their total hours and total distance learning (DL) hours for distance learners. Adults are included in the 'Adults Marked as Distance Learners' field if their 'Distance Learner' checkbox is checked, specified as 'Provided by Local Agency,' in eData.
Shared Adult Hours – TIU11	This query shows adults in TIU 11 that are sharing services with other agencies.
TABE, BEST PLUS, and CASAS Summary	This query counts the number of TABE assessments, CASAS assessments, BEST PLUS assessments, BEST Plus assessments without a CASAS, and TABE assessments without a CASAS for each adult.
Valid/Invalid SSN	This query counts invalid and valid SSNs as determined by eData. eData defines SSN to be valid if it contains any combination of numbers except all 9s (i.e., 999-99-9999). "ValidSSN" is the field name and is also found in qryViewAdult.

Query/Report Name	Description
Volunteer Hours (assigned to a Class/Group/Pair)	This query lists staff marked as a volunteer and their hours by class/group/pair assignment.
Count Adults (enrolled and not enrolled)	This query counts all adult records for the program year.
Count Classes by Program Component	This query counts classes by their program component.
Count Groups by Program Component	This query counts groups by their program component.
Count Pairs by Contract	This query counts pairs by assigned contract.
Count Staff and Volunteers (active and inactive)	This query counts all staff records, including those marked as volunteers, regardless of active or inactive status.
Count Tutors (marked volunteer and staff type = none)	This query counts staff records marked as volunteers and marked as staff type none.
Count Volunteers (marked volunteer and active)	This query counts staff records marked as volunteers and marked as active.
Count Volunteers w/ Hours > 0 (Main and Sub combined)	This query counts staff marked as volunteer and assigned to a class, group, and/or pair by agency (main and sub combined). The “Undup Grp+Pair Tutors w/ Hrs>0” field provides a combined count of unduplicated groups and pair tutors with some hours. The “Volunteer Count by Direct Agency” field provides a count of active staff records by agency (main and sub combined) that are marked as volunteers in eData.
3-Report Combo	This query combines the three queries that are listed immediately on the page below it with buttons labeled “1,2,3.” The information includes: - Attendance > 14 Days, total attendance records, and percentage of total attendance entered 14 days after the class attendance date entered in eData - A count of invalidated assessments, total assessments, and percentage of the two fields - The count of unresolved near matches over 30 days old

Query/Report Name	Description
Attendance > 14 Days	This query counts attendance entered more than 14 days after the class attendance date entered in eData. The percentage is the total attendance entered more than 14 days after the class attendance date entered in eData out of all attendance entered. To account for different dates that agencies are added to eData (opening date), the “eData opening date” field limits the results of this query to dates after the entered opening date. The “Details” query lists class dates, class-group names, and hours by adult.
Date Agency Added to eData report	This report shows the date the agency was added to eData. This date can be used in the “eData opening date” field on the “Misc Reports” page.
Near Matches > 30 Days	This query counts unresolved near matches over 30 days old.
Invalidated Assessments	This query counts invalidated assessments and a percentage of invalidated assessments out of the total assessments entered.

NRS Reports

This page has NRS reports for Tables 1, 2, 3, 4 and 4B.



eData Access Template Screenshot: NRS Reports page

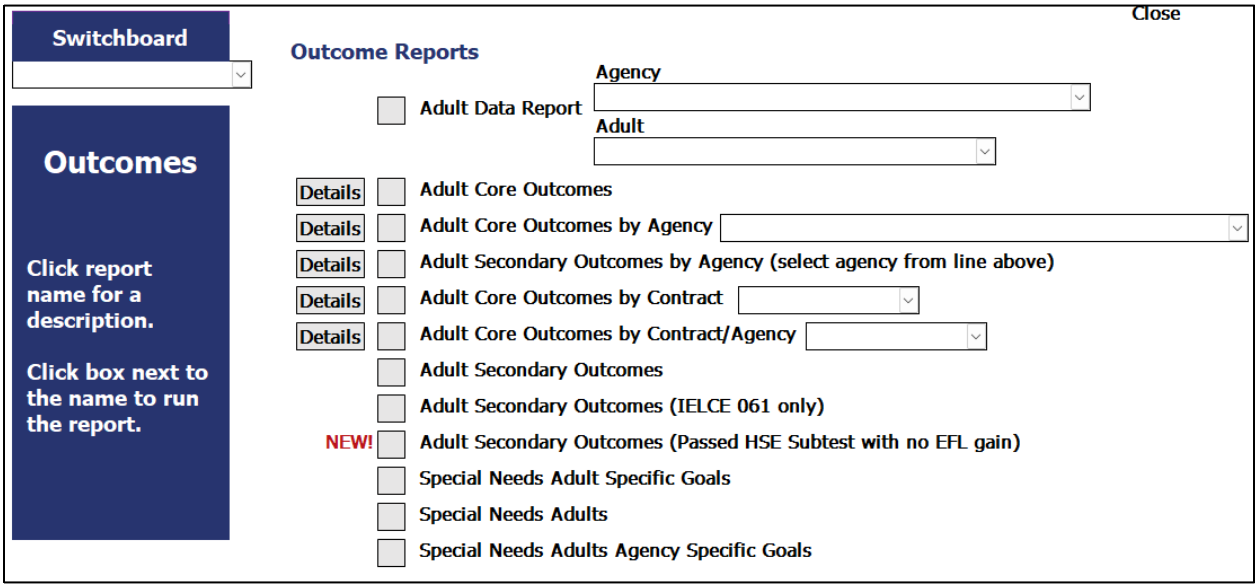
Query/Report Name	Description
NRS Table 1 (064) Adult Ed Report	This report counts enrolled adults in 064 programs by entry EFL level, ethnicity, and sex.
NRS Table 2 (064) Adult Ed Report	This report counts enrolled adults in 064 programs by age group, ethnicity, and sex.
NRS Table 3 (064) Adult Ed Report	This report counts enrolled adults in 064 programs by program type and age group.
NRS Table 4 (064) Adult Ed Report	This report counts EFL gains and attendance for enrolled adults in 064 programs. The “Details” query lists details for the adults included in the report above.
NRS Table 4B (064) Adult Ed Report	This report counts EFL gains and attendance for enrolled adults with an NRS exit EFL in 064 programs. The “Details” query lists details for the adults included in the report above.
All Contracts	These NRS Tables 1 through 4B will provide a summary report for all contracts loaded into the template.

Query/Report Name	Description
NRS Table 4 By Agency (064) Report	This report counts EFL gains and attendance for enrolled adults in 064 programs for the agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 4B By Agency (064) Report	This report counts EFL gains and attendance for enrolled adults in 064 programs with an NRS exit EFL for the agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 4 By Contract Report	This report counts EFL gains and attendance for enrolled adults for the contract selected (064, 061, 259, N) in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 4B By Contract Report	This report counts EFL gains and attendance for enrolled adults with an NRS exit EFL for the contract selected (064, 061, 259, N) in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 1 By Contract/Agency Report	This report counts enrolled adults by EFL, ethnicity and sex in contracts (064, 061, 259, N) for the contract/agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 2 By Contract/Agency Report	This report counts enrolled adults by age, ethnicity, and sex in contracts (064, 061, 259, N) for the contract/agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 3 By Contract/Agency Report	This report counts enrolled adults by program type and age in contracts (064, 061, 259, N) for the contract/agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.

Query/Report Name	Description
NRS Table 4 **By Contract/Agency Report**	This report counts EFL gains and attendance for enrolled adults in contracts (064, 061, 259, N) for the contract/agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.
NRS Table 4B **By Contract/Agency Report**	This report counts EFL gains and attendance for enrolled adults with an NRS exit EFL in contracts (064, 061, 259, N) for the contract/agency selected in the drop-down. The “Details” query lists details for the adults included in the report above.
Table 4 **By Keyword Report**	This report counts EFL gains and attendance for enrolled adults matching the adult record keyword selected or entered in the drop-down. In the “Select Keyword” drop-down, options include: - Keeping the field blank includes all adult records - Entering or selecting a specific keyword - Entering a partial keyword with the use of wildcards (*) The “Not Like” field CANNOT be blank for the “Not Like” logic to work; thus, the never-used phrase “NotLike” is the default text. The “NotLike” default text can be replaced with a phrase that will be removed from the results. The “Details” query lists details for the adults included in the report above.

Query/Report Name	Description
Table 4B **By Keyword Report**	This report counts EFL gains and attendance for enrolled adults with an NRS exit EFL matching the adult record keyword selected or entered in the drop-down. In the “Select Keyword” drop-down, options include: - Keeping the field blank includes all adult records - Entering or selecting a specific keyword - Entering a partial keyword with the use of wildcards (*) The “Not Like” field CANNOT be blank for the “Not Like” logic to work; thus, the never-used phrase “NotLike” is the default text. The “NotLike” default text can be replaced with a phrase that will be removed from the results. The “Details” query lists details for the adults included in the report above.

Outcomes



eData Access Template Screenshot: Outcomes page

Query/Report Name	Description
Adult Data Report	This report includes: - Contact information - Start dates and instructional hours - Assignments to class/group/pair - Outcomes – Core and Secondary - Assessments Directions: First select an agency from the “Agency” drop-down, then select an adult from the “Adult” drop-down, which is sorted alphabetically by last name. Alternatively, typing in the “Adult” drop-down field will display the last name alphabetically, starting with the character(s) entered. Once an agency and an adult are selected, click the box next to the report name to run the report.

Query/Report Name	Description
Adult Core Outcomes	This report shows adults grouped by their outcome and cohort status and includes: - Keyword - Set date - Met date - Exit date - Valid SSN - Entry EFL - Hours Totals are shown for each outcome. Adults in this report are assigned to one of three cohort status categories: 1. In “Cohort-In Data Match” - adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date. 2. In “Cohort-Not In Data Match” - adults shown have 12 or more hours of instruction, an entry EFL, an exit date, but lack a valid SSN. 3. “Not In Cohort” - adults shown are missing one or more of the following: 12 or more hours of instruction, an entry EFL, an exit date, and/or a valid SSN. The “Details” query shows every goal for every adult regardless of their cohort status.

<table>
<tr><th>Query/Report Name</th><th>Description</th></tr>
<tr><td>Adult Core Outcomes by Agency</td><td>This report shows adults by selected agency grouped by their outcome and cohort status and includes:
- Keyword
- Set date
- Met date
- Exit date
- Valid SSN
- Entry EFL
- Hours

Totals are shown for each outcome.

Adults in this report are assigned to one of three cohort status categories:
1. In “Cohort-In Data Match” - adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date.
2. In “Cohort-Not In Data Match” - adults shown have 12 or more hours of instruction, an entry EFL, an exit date, but lack a valid SSN.
3. “Not In Cohort” - adults shown are missing one or more of the following: 12 or more hours of instruction, an entry EFL, an exit date, and/or a valid SSN.

The “Details” query lists every goal for every adult in the selected agency regardless of their cohort status.</td></tr>
</table>

<table>
<tr><th>Query/Report Name</th><th>Description</th></tr>
<tr><td>Adult Secondary Outcomes by Agency</td><td>This report shows adults by selected agency, grouped by their outcome and cohort status and includes:
- Keyword
- Set date
- Met date
- Exit date
- Valid SSN
- Entry EFL
- Hours
Totals are shown for each outcome.

Adults in this report are assigned to one of three Cohort Status categories:
1. In Cohort-In Data Match - Adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date.
2. In Cohort-Not In Data Match - Adults shown have 12 or more hours of instruction, an entry EFL, an exit date, but lack a valid SSN.
3. Not In Cohort - Adults shown are missing one or more of the following: 12 or more hours of instruction, an entry EFL, an exit date, and/or a valid SSN.

The Details query lists every goal for every adult in the selected agency regardless of their Cohort Status.</td></tr>
</table>

<table>
<tr><th>Query/Report Name</th><th>Description</th></tr>
<tr><td>Adult Core Outcomes by Contract</td><td>This report shows adults by selected contract grouped by their outcome and includes:
- Keyword
- Set date
- Met date
- Exit date
- Valid SSN
- Entry EFL
- Hours

Totals are shown for each outcome.

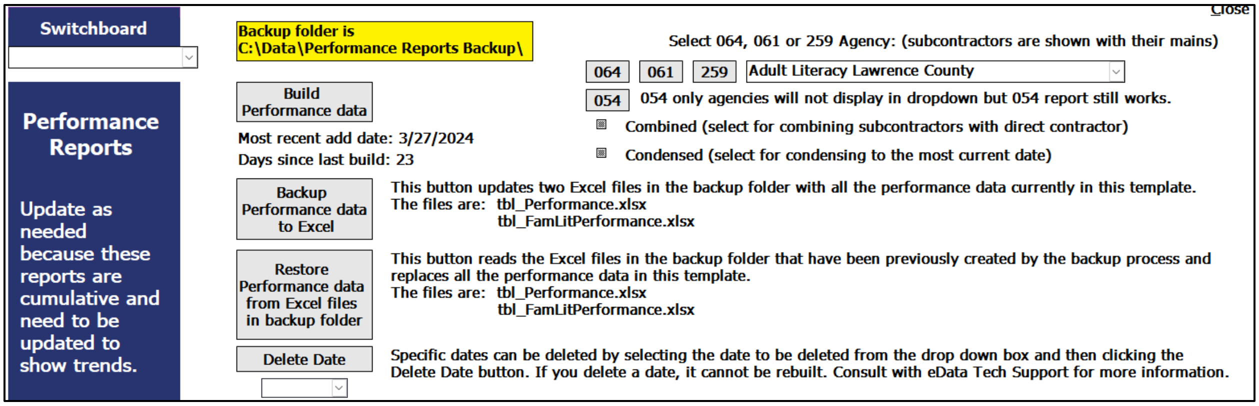
Adults in this report are assigned to one of three cohort status categories:
1. In “Cohort-In Data Match” - adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date.
2. In “Cohort-Not In Data Match” - adults shown have 12 or more hours of instruction, an entry EFL, an exit date, but lack a valid SSN.
3. “Not In Cohort” - adults shown are missing one or more of the following: 12 or more hours of instruction, an entry EFL, an exit date, and/or a valid SSN.

The “Details” query lists every goal for every adult in the selected contract regardless of their cohort status.</td></tr>
</table>

Query/Report Name	Description
Adult Core Outcomes by Contract/Agency	This report shows adults by selected contract/agency grouped by their outcome and includes: - Keyword - Set date - Met date - Valid SSN - Entry EFL - Exit date - Hours Totals are shown for each outcome. Adults in this report are assigned to one of three cohort status categories: 1. In "Cohort-In Data Match" - adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date. 2. In "Cohort-Not In Data Match" - adults shown have 12 or more hours of instruction, an entry EFL, an exit date, but lack a valid SSN. 3. "Not In Cohort" - adults shown are missing one or more of the following: 12 or more hours of instruction, an entry EFL, an exit date, and/or a valid SSN. The "Details" query lists every goal for every adult in the selected contract/agency regardless of their cohort status.
Adult Secondary Outcomes	This report shows adult secondary goals by goal and lists the set date, met date, and exit date.
Adult Secondary Outcomes (IELCE 061 only)	This report shows the status of IELCE goals for adults assigned to an IELCE contract (061) and is grouped by goal, agency, and enrollment status. Each goal section lists the adults as either enrolled or not enrolled. Enrollment is counted for adults with 12 or more hours using only IELCE (061) instructional hours.
Adult Secondary Outcomes (Passed HSE Subtest with no EFL gain)	The query **qryAdultSecondaryGoal-Passed_HSE_Subtest_Step1** lists adults who have passed an HSE Subtest and do not have an EFL gain. The query **qryAdultSecondaryGoal-Passed_HSE_Subtest_Step2** counts the adults by agency who have passed an HSE Subtest and do not have an EFL gain.
Special Needs Adult-Specific Goals	This report shows adults marked in eData as "Special Needs" who have adult-specific goals set.

Query/Report Name	Description
Special Needs Adults	This query lists demographic information and instructional hours for adults marked in eData as "Special Needs." NOTE: Adults marked "Special Needs" are automatically assigned an entry EFL "ABE Level 1." For additional information, please review the Measuring Progress for Students with Significant Disabilities Policy D.120.
Special Needs Adults Agency-Specific Goals	This report shows adults marked in eData as "Special Needs" who have agency-specific goals set.

Performance Reports



eData Access Template Screenshot: Performance Reports page

Each report displays several performance measures, which are described in a key on all pages of the report. The performance report data is not automatically generated in the template when the template is updated. Instead, performance report data must be built manually at intervals determined by the agency (e.g., every two weeks, once a month). Each time the **Build Performance data** process is run, it creates new rows in the “Performance Report” tables and uses the current date as the date for the new rows. “Performance Reports” show agency performance data over time and are the only reports in the template that do this.
To build and then view reports, follow these steps:

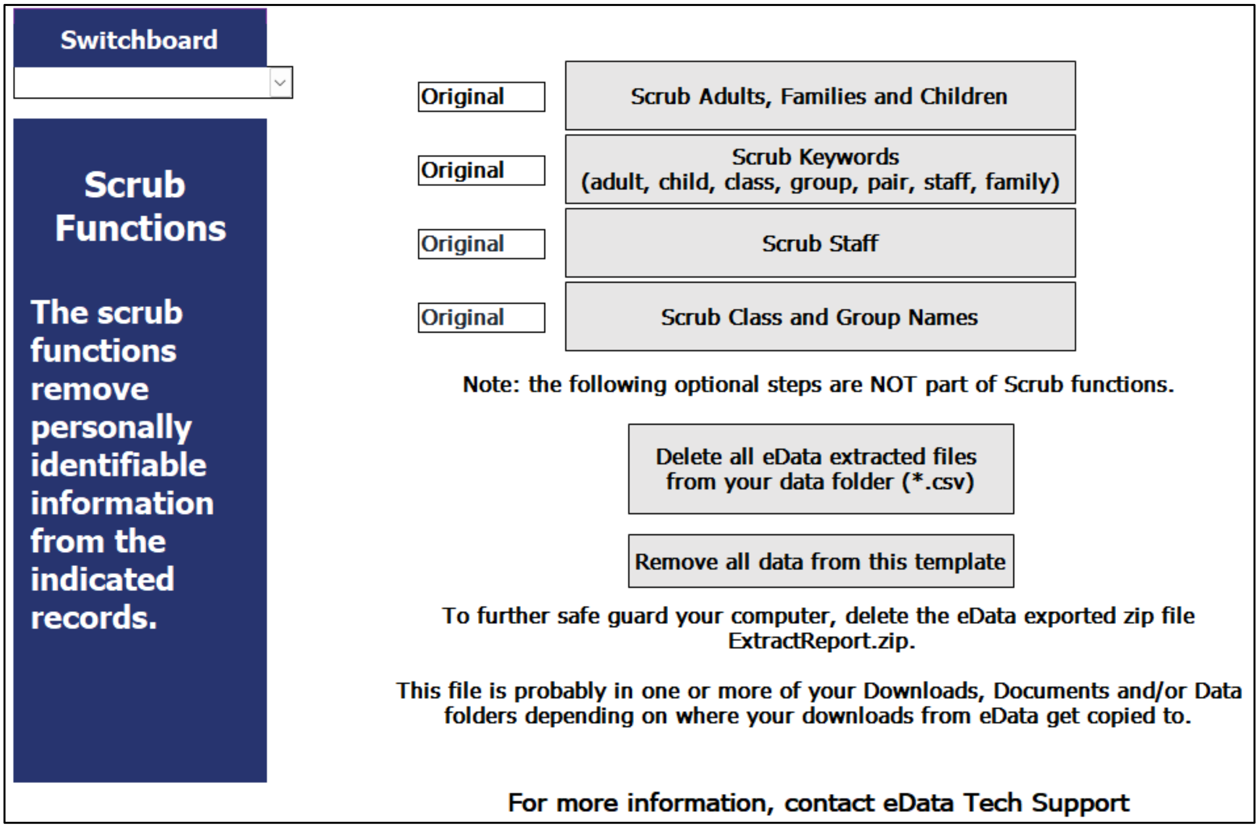
1. Populate your template with up-to-date data from eData (see Step 4 above).
2. Navigate to the “Performance Reports” page and click the **Build Performance Data** button.
3. Once the “Build Performance” data process is complete, a report can be viewed by clicking on the contract number button corresponding to the report desired. Note that an agency will have one report for each contract type (054, 061, 064, 259), and each report contains data related to that contract number.

Performance Report Utilities

- *Backup Performance Data to Excel* - After building the performance report data, it is advisable to back up the data in the performance reports tables via the **Backup Performance Data to Excel** function. When this button is clicked, two Excel files are created in the **C:\Data\Performance Reports Backup** folder. This backup process is the best way to ensure that “Performance Reports” data can be restored, so it is important to run the backup process routinely *after* the build process is run.
- *Restore Performance Data from Excel files in Backup folder* – When this button is clicked, Access reads the two Excel files in the **C:\Data\Performance Reports Backup** folder and replaces the data in the “Performance Reports” tables in the template. Typically, the “Restore” function is only necessary when there is a new copy of the template.
- *Delete Date* – Removes an unwanted row of data in the “Performance Reports” tables which corresponds to the date selected in the drop-down.

Scrub Functions

This page allows users to remove, or "scrub," personally identifiable information (PII), such as names, from their template.



eData Access Template Screenshot: Scrub Functions page

Each of the first three buttons, when clicked, scrub data in the records indicated on the button by removing PII. Once a record is scrubbed, the original data is replaced with generic data or deleted. After the scrub functions have been run, most reports in the template still function normally as they typically rely on numerical fields like hours, EFL, and program-related dates, which are not impacted by the scrub function. Note that <u>these scrub functions cannot be undone</u>; however, the data will be restored during the next eData update.

The remaining functions on this page allow users to delete the .csv export files from their C:\data folder and to remove all data from the template.

Useful Features in Access

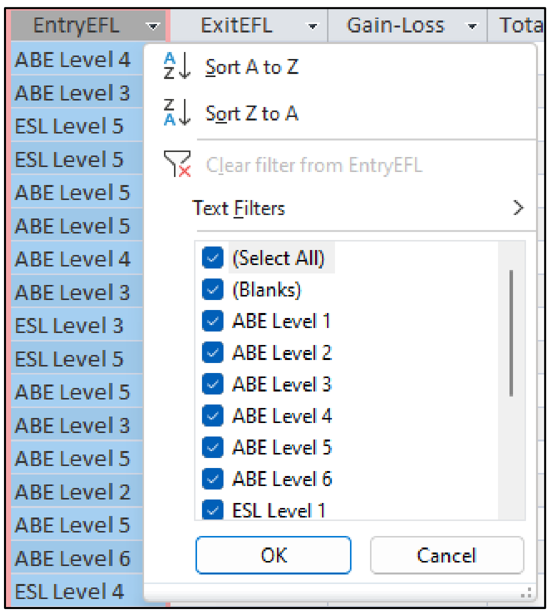
Find

In the ribbon, when viewing a datasheet, you can perform a “Find” operation in a selected column by clicking the **Find** button.

Filter

Using the ribbon, when viewing a datasheet, filters can be applied to selected information by clicking on the **Filter by Selection** button. Remove the filter by clicking on the **Remove Filter** button near the bottom of the window.

There is also a drop-down arrow for each field in the header row to filter by one or more fields. In the screenshot below, the drop-down arrow was clicked for the “Entry EFL” field. Options here include sorting ascending or descending, Text Filters, or to select/deselect certain EFLs to filter. The **(Select All)** option is available to see all records, and the **(Blanks)** option is available to see only blank records.



eData Access Template Screenshot: EFL dropdown menu

Each field type includes different filtering options. For example, it is possible to filter date fields using one specific date, month, year, quarter, date range, and other parameters. Filters on numeric field types allow users to look for values less than, greater than, equal to, between, and more.

Sort

When viewing a datasheet, it is possible to sort columns by ascending and descending order by clicking the “Ascending” and “Descending” buttons. After sorting or filtering a query, and when you then close a filtered query, Access prompts to save the changes. Click **No** to return the query to its original state.

Print and exporting

Clicking the button for a query or report will produce an on-screen copy of the data that can then be printed, sent to PDF, or sent to Excel via an eternal data export process.

Printing

Template reports can be printed. By default, reports open in “Print Preview” mode. To print a report, follow these steps:

1. Open the report.
2. In left-most section of the ribbon, click the **Print icon**.
3. In the **Name** drop-down, select a printer.
4. Adjust other print options as needed.
5. Click **OK** to print the report.

NOTE: Reports, as opposed to a datasheet, are best formatted for printing.

Exporting data to Excel

Template users can export queries from the template to an Excel file with the following steps:

1. Open the query.
2. In the ribbon at the top of the window, click **External Data**.
3. In the “Export” section of the ribbon, click the **Excel icon**.
4. In the “Export” window, indicate the destination\name and format (the default Excel workbook format is generally preferred).
5. In the “Specify Export Options” section at the bottom of the window, check **Export data with formatting and layout**.
6. Click **OK** to complete the export operation.

NOTE: Queries/datasheets are the best format for exporting to an Excel file.

Create a New Query

1. To create a customized query: Click the **Create** menu button above the ribbon and then click the **Query Design icon**.
2. From the “Show Table” dialog, scroll toward the bottom and click one or more tables or queries from which you would like to create a display of information.
3. Click **Add** to add the selected tables and/or queries.
4. Click **Close** to finish.
5. From the top pane (top half) of the “Select Query Design” window, select the desired fields to add to the query design grid in the bottom pane by either double-clicking or dragging the desired fields to the grid below.
6. The “Run” button in the ribbon will display the query results.

The “Design View” button in the ribbon will return to the “Query Design” window. The “Totals” button in the ribbon allows queries to subtotal and summarize data by grouping like items together. The “Total” row will be added to the design grid after clicking this button. The existing queries starting with the letters “qryView” are linked to the buttons (e.g., Adults, Adult Goals) on the Main Page, and they are used in many of the reports that appear in the template.

NOTE: When creating custom reports or queries, use a consistent naming scheme. For example, agencies may choose to start the name of each query or report with the word “LOCAL” or an agency-specific label. This enables users to easily find custom queries and reports. Queries and reports can be imported from prior year’s templates into the current year’s version of the database template. The import process is easier if all custom queries and reports follow a similar naming scheme. For more help with this process, contact eData Tech Support.

Importing Custom Queries/Reports

Over the course of a program year, the eData Tech Support Project updates the database template to include additional reports, queries, and/or data checking items. When a new version of the template is released, custom queries/reports need to be imported from the previous version of the template into the new version. In some cases, the version number of the template does not change, so be sure to back up the existing template or rename it so the custom queries/reports are not lost.

To import custom queries/reports from one template to another, follow the steps below:

1. In the “External Data” tab in the ribbon of the new template file, select **Access** from the “Import” section of the toolbar.
2. On the window that appears, click the **Browse** button. Browse to find the previous version of the template that holds your custom queries/reports. Highlight it and click **Open**.
3. Click **OK**.
4. Select the queries/reports you want to import by clicking them individually. If you have used the tip above and prefaced all your custom queries and reports with a common phrase, they will appear together, listed by object type, in the “Import Objects” list.
5. After selecting all objects to import, click **OK**. Repeat this process as needed.

For more information contact eData Tech Support at 877-857-8869 or eDataTechSupport@psu.edu

Appendix A - Step-by-step setup instructions with pictures

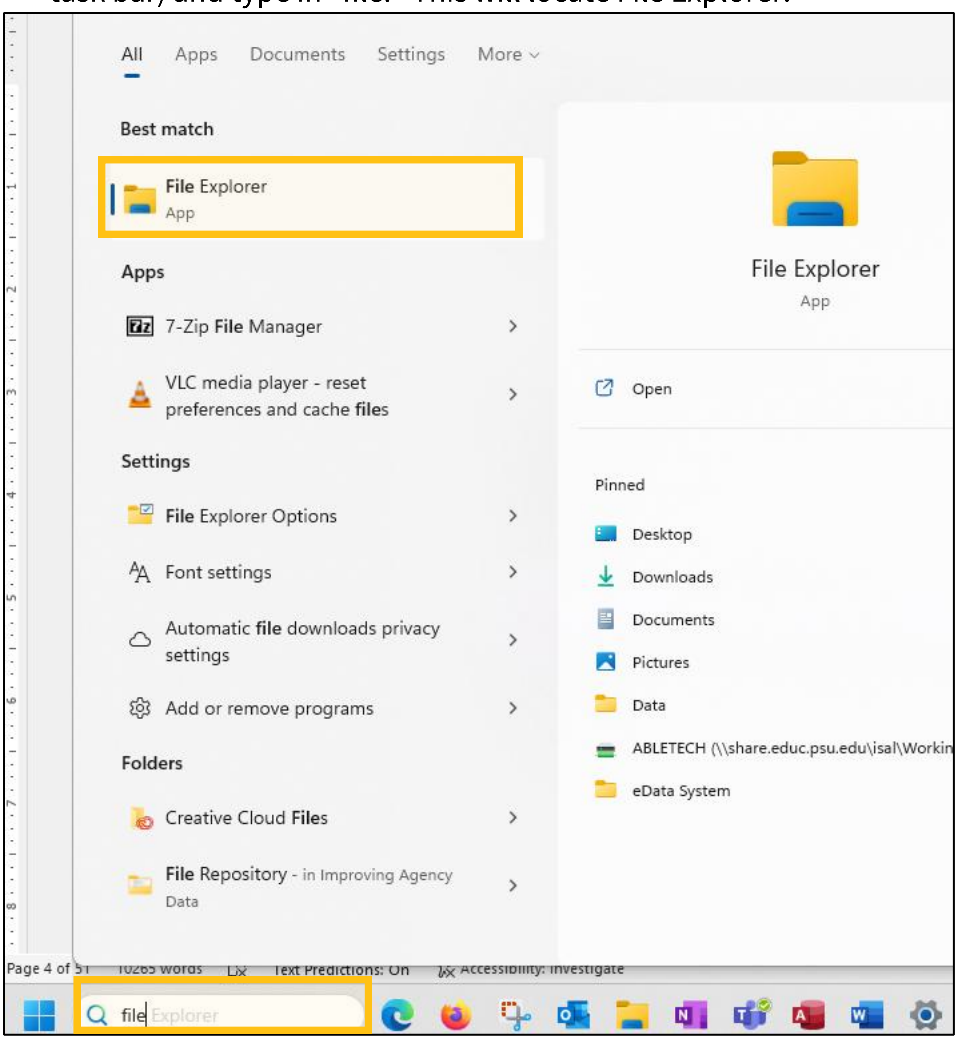
Setup Step 1 - Download an Access template file

Create a file folder, named ‘data’, on your hard drive (i.e., C: drive).

Before you download a template file and agency data, there must be a root-level folder called **Data** to store the Access template and agency data. This folder cannot be a subfolder since the eData Access template is programmed to find exported data in the **C:\data** folder.

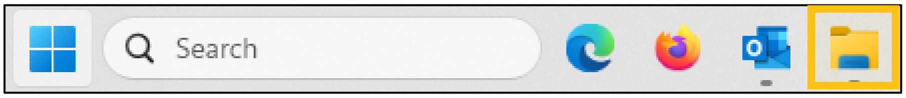
Follow these steps using an account with system privileges. Your organization’s local technical support may have to do this depending on the security permissions on your computer.

1. Open File Explorer using one of the following methods:
    a. Place your cursor in the search box (which is at the bottom of the screen, in the task bar) and type in “file.” This will locate File Explorer.



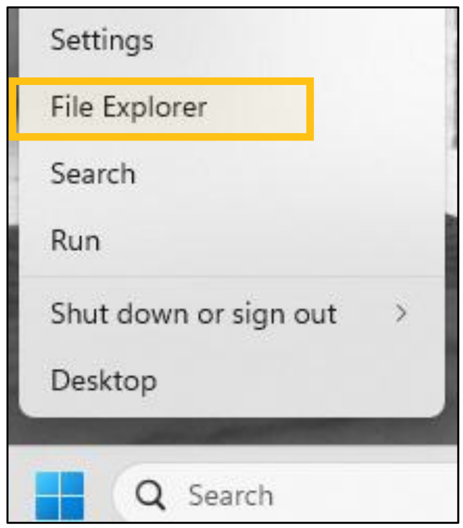
File Explorer Screenshot

b. In the taskbar, click on the **File Explorer icon**.



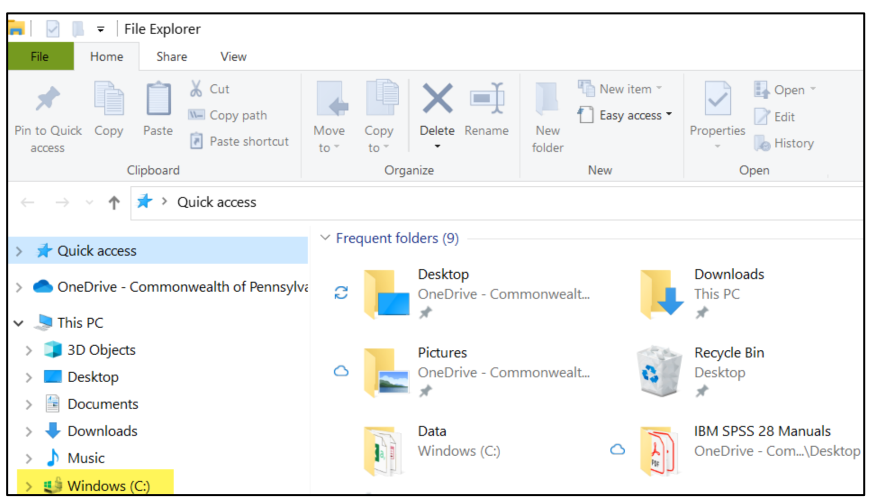
Search bar and File Explorer Screenshot

c. Right-click on the **Windows logo**, bottom left of the screen. Select **File Explorer** and hit **Enter**:



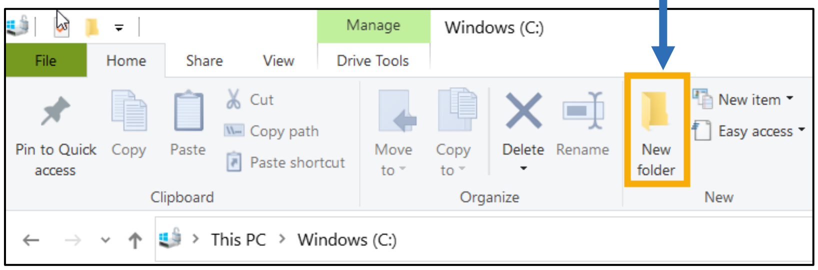
Screenshot of selecting File Explorer

2. Locate and click the **(C:) drive**. You may need to scroll down.



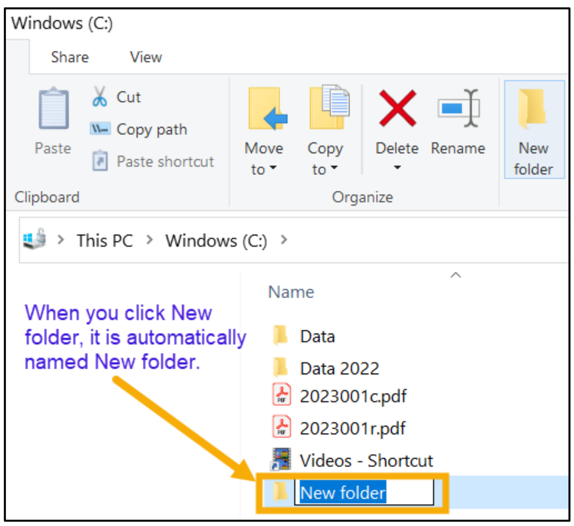
File Explorer Screenshot: Windows (C:)

3. Click **New folder**.

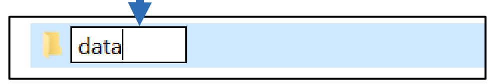


File Explorer Screenshot: New Folder selection

4. Change file folder name to "data" by placing your cursor in the box, deleting "New folder," and typing in "data" and click **Return**.



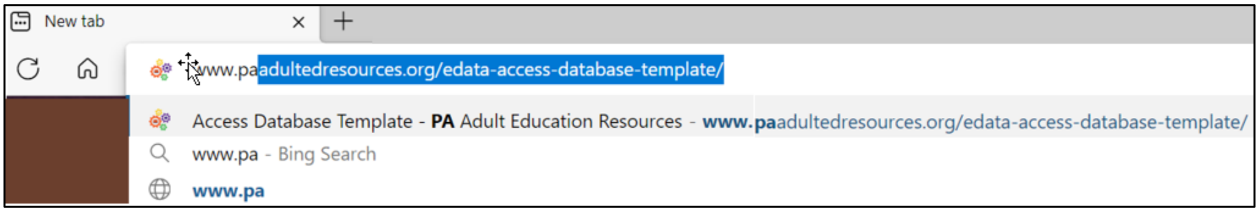
File Explorer Screenshot: New folder



File Explorer Screenshot: Naming the new folder

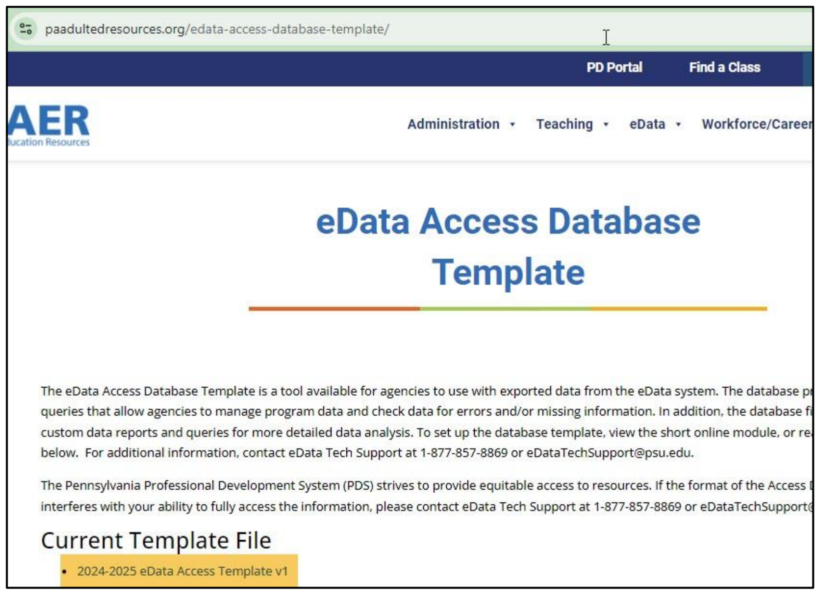
Download a template file.

1. Open your internet browser (e.g., Chrome, Firefox, or Edge).
2. Go to the eData Access Template page at https://www.paadultedresources.org/edata-access-database-template/



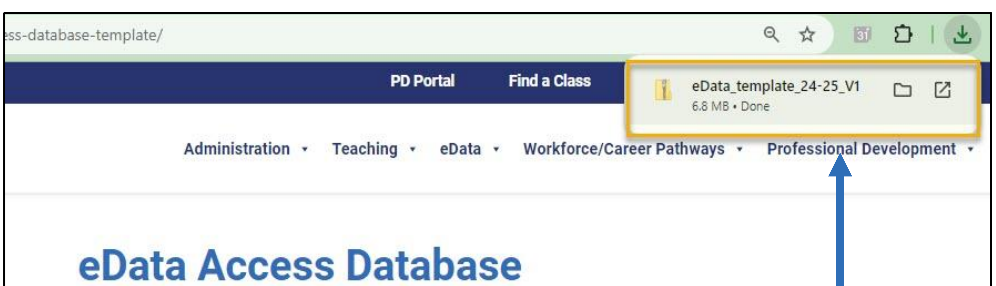
Web Browser Screenshot: Access database template on PAAER website

3. Click on the current template file.



Web Browser Screenshot: Current eData Access Template version

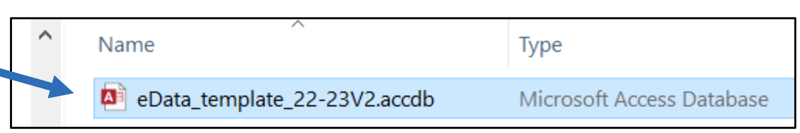
4. By clicking on the template file, a zip file is automatically created and downloaded.



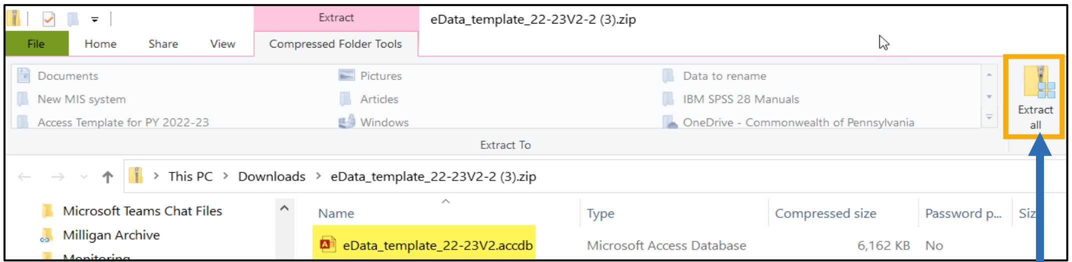
Web Browser Screenshot: Finding the downloaded file

5. Click **Open file** when it becomes available.

6. Select the template file.



File Explorer Screenshot: Selecting the downloaded file

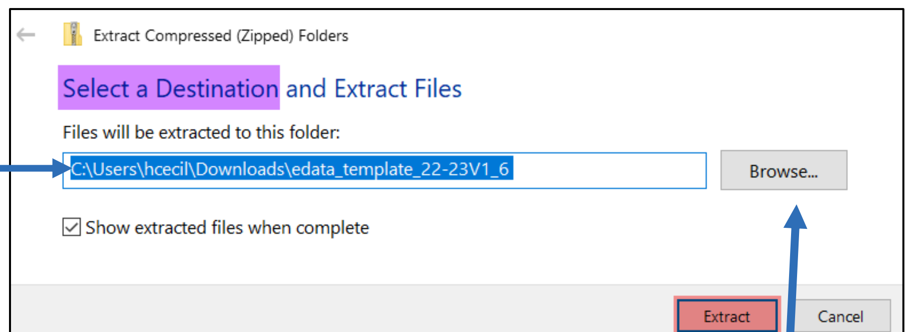


File Explorer Screenshot: Extract all button

7. Then click **Extract all**.

8. Change the destination. That is, change the folder for the files to be extracted.

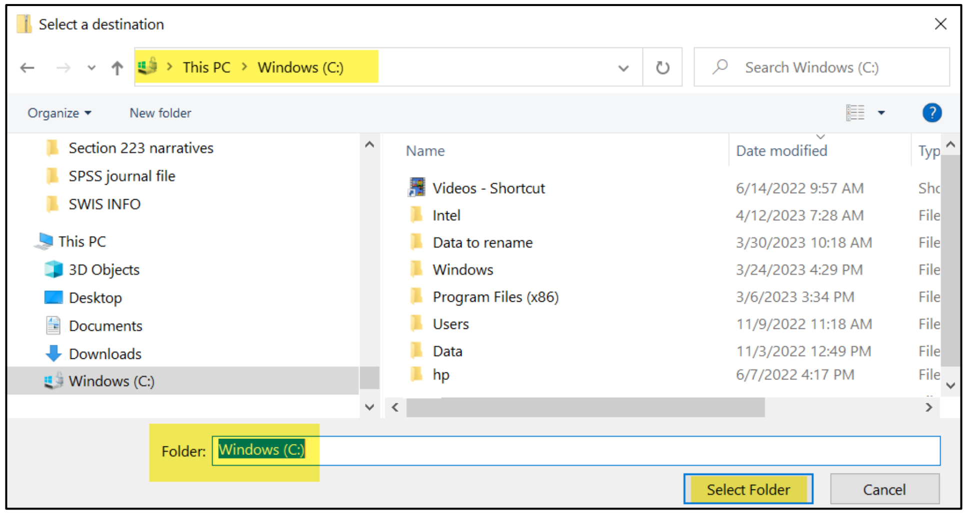
   a. You can save the extracted template files to any folder; it does NOT matter. Remember where the file is saved.



File Explorer Screenshot: Selecting a destination to extract files

9. Click **Browse** to select file folder for the extracted files.

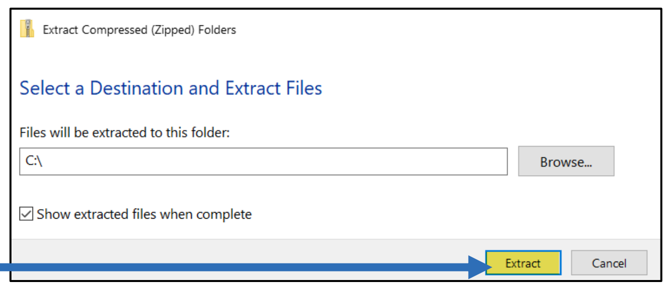
a. In the example below, the destination for the extracted files is Windows (C:),



File Explorer Screenshot: Folder name

10. Click **Select Folder**.

11. Then click **Extract**.

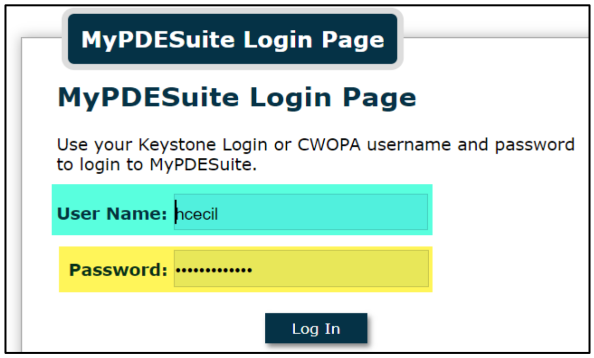


File Explorer Screenshot: Extract button

Setup Step 2 - Export agency data from eData

Export data from the eData website.

1. Open an internet browser.
2. Go to https://www.mypdeapps.pa.gov/Login/wfKeystoneLogin.aspx and log in.

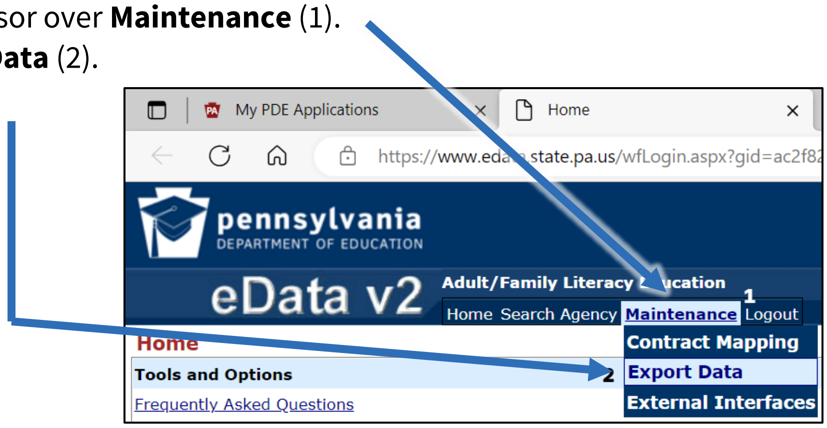


Web Browser Screenshot: MyPDESuite Login page

Under "Access My Applications," click **eData V2**.

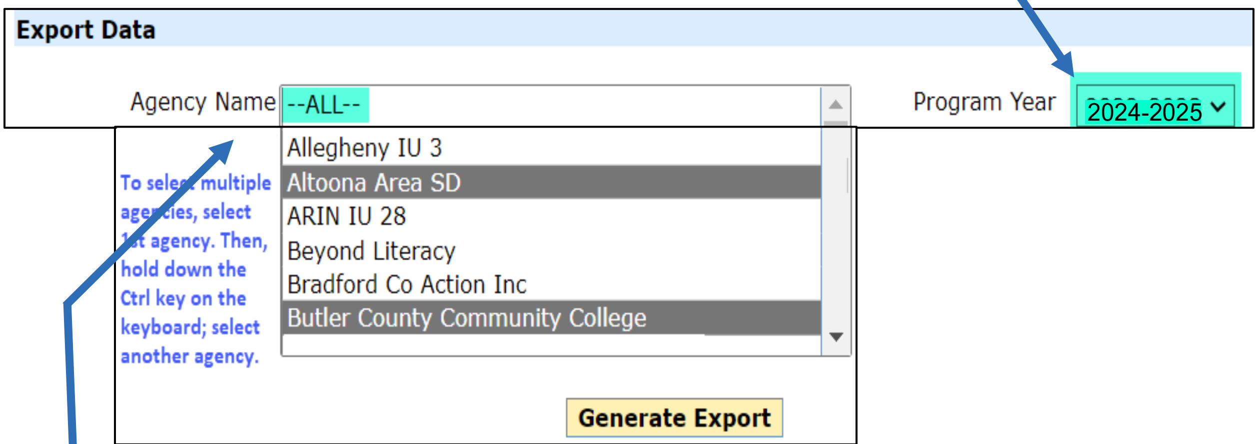
Web Browser Screenshot: eData v2 in My Applications

3. In eData v2, place your cursor over **Maintenance** (1).
   a. Then click **Export Data** (2).



Web Browser Screenshot: Exporting data

4. Make sure current Program Year (e.g., 2024-2025) is selected in the “Program Year” drop-down box.

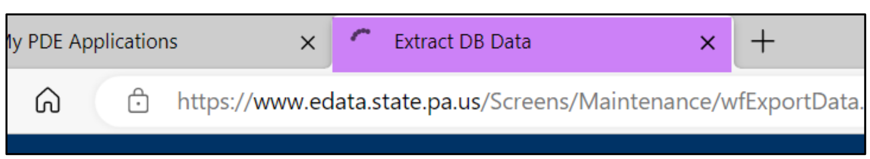


eData Access Template Screenshot: Program Year and Generate Export button

5. In terms of agency selection, you can select ALL, a single agency, or multiple agencies.

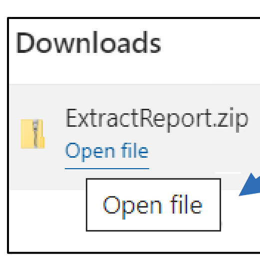
Once agencies are selected, click **Generate Export**.

NOTE: *It may take several minutes to generate the export.*



Web Browser Screenshot: Extract DB Data tab

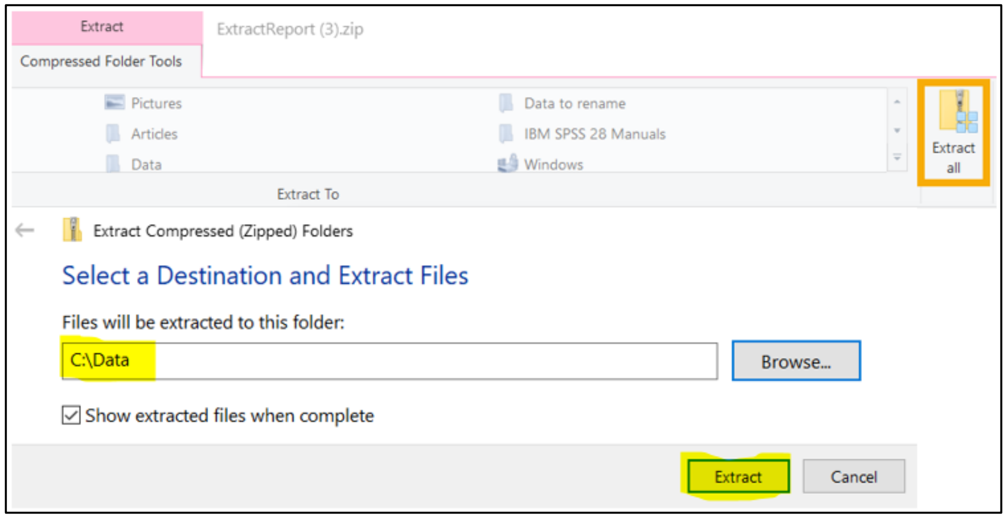
6. Once the report (i.e., ExtractReport.zip) has been generated, you will click **Open file**.



File Explorer Screenshot: Open file button

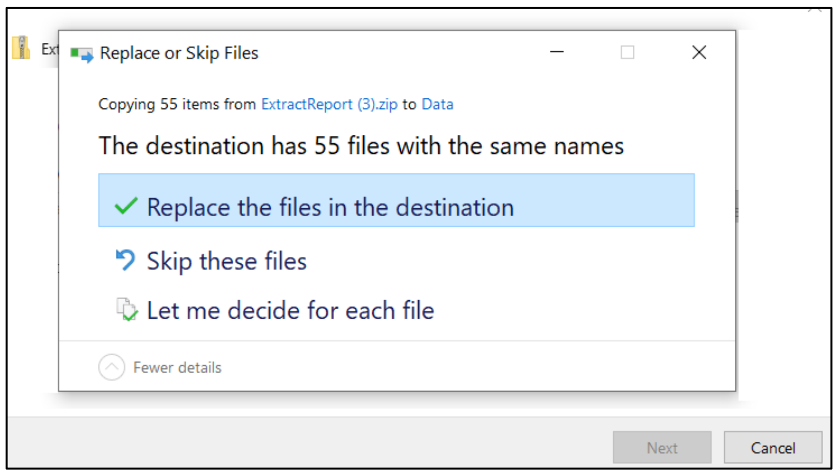
7. You will repeat the steps to extract all of the files into the file folder, C:\data.

NOTE: eData ExtractReport.zip file MUST be extracted to the C:\data folder because this is where the Access template looks for the data files.



File Explorer Screenshot: Extract All button and destination

If you are updating the Access template data files, you will be prompted to **Replace** or **Skip** files. Select **Replace** the files in the destination.



File Explorer Screenshot: Replacing files

8. If prompted, click **Open**;
   otherwise, double-click on the "Downloaded" icon on the bottom right of the screen.
9. On the window that appears, click **Extract All Files** in the toolbar at the top of the window.
10. In the text box that appears, type "C:\data" over the existing path and click **Extract**.
11. If prompted to replace all files, click **Yes**.

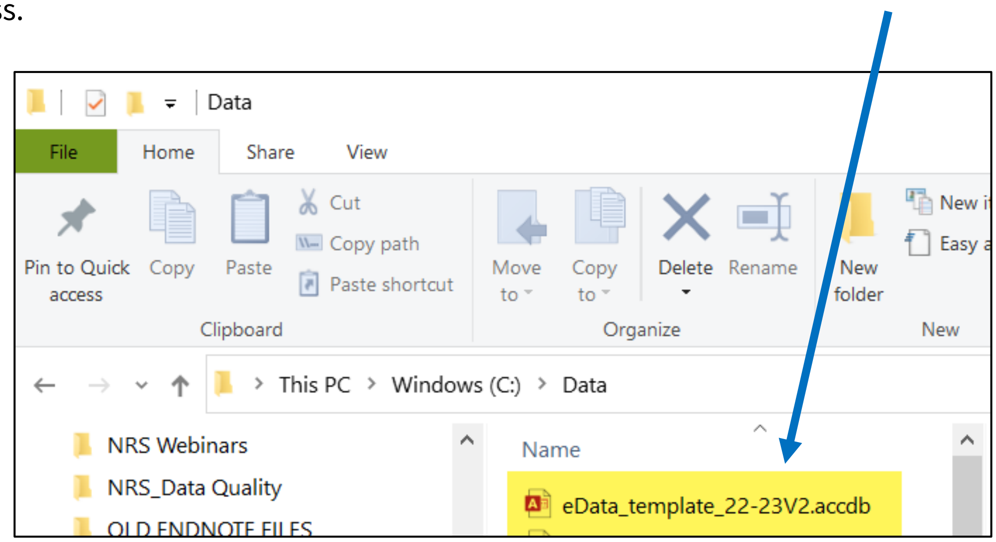
NOTE: eData exports must be extracted to the C:\data folder because this is where the Access template is programmed to find them.

Setup Step 3 – Open the Access template and change settings

Open the Access template file.

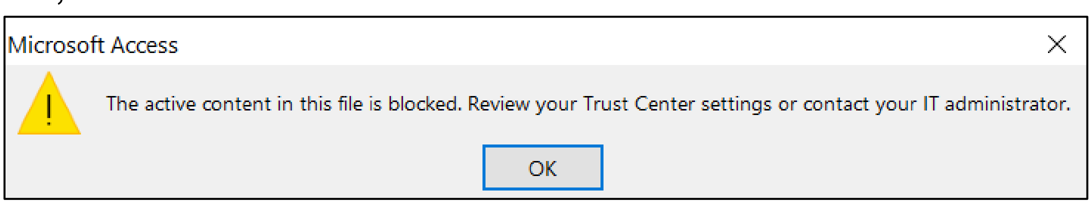
Method 1

1) After you have extracted the template zip file, you will be taken to the folder containing the unzipped Access template. Double-click on the file name to open it in Access.



File Explorer Screenshot: Unzipped file folder

2) You may see the following error message in Access.
   a. If so, click **OK**.

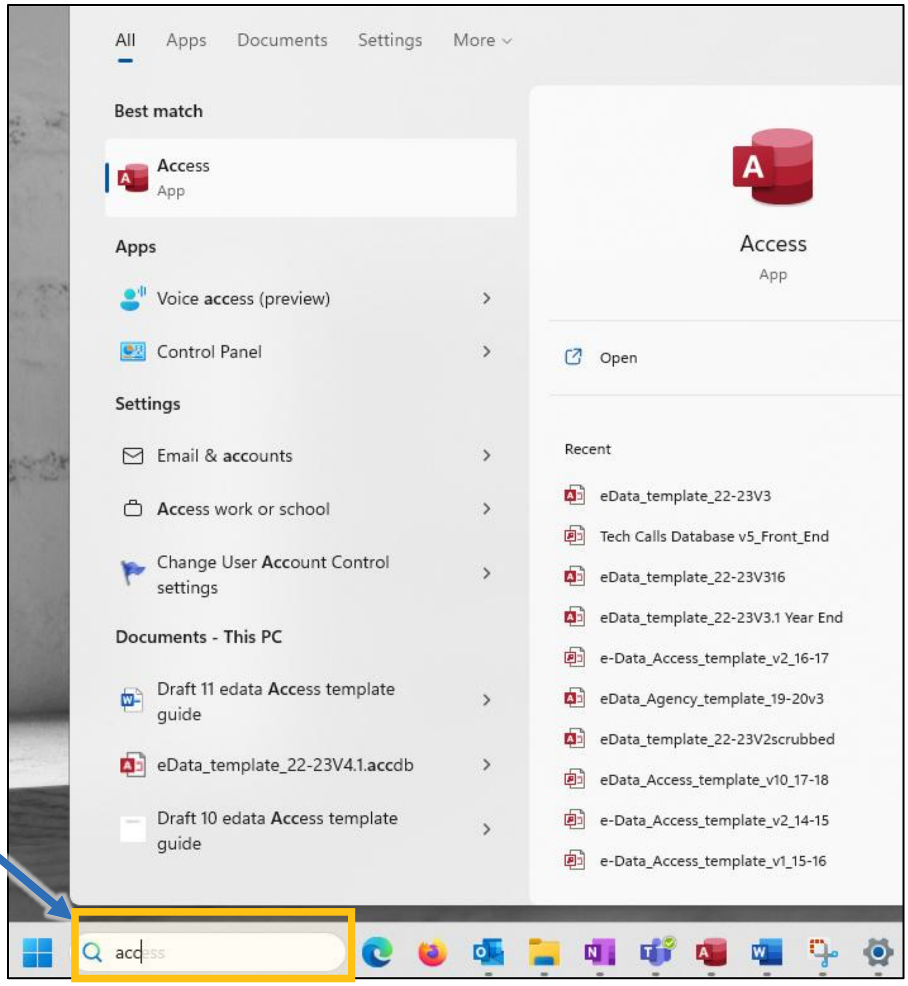


File Explorer Screenshot: Pop-up warning

Method 2

1) Type "*acc*" in the windows search box at the bottom of the screen, left side.

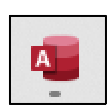
   a. As you type, you will see a list of applications that start with A and then Ac.



File Explorer Screenshot: Search bar

   b. Move cursor to select **Open** and click once.

Method 3

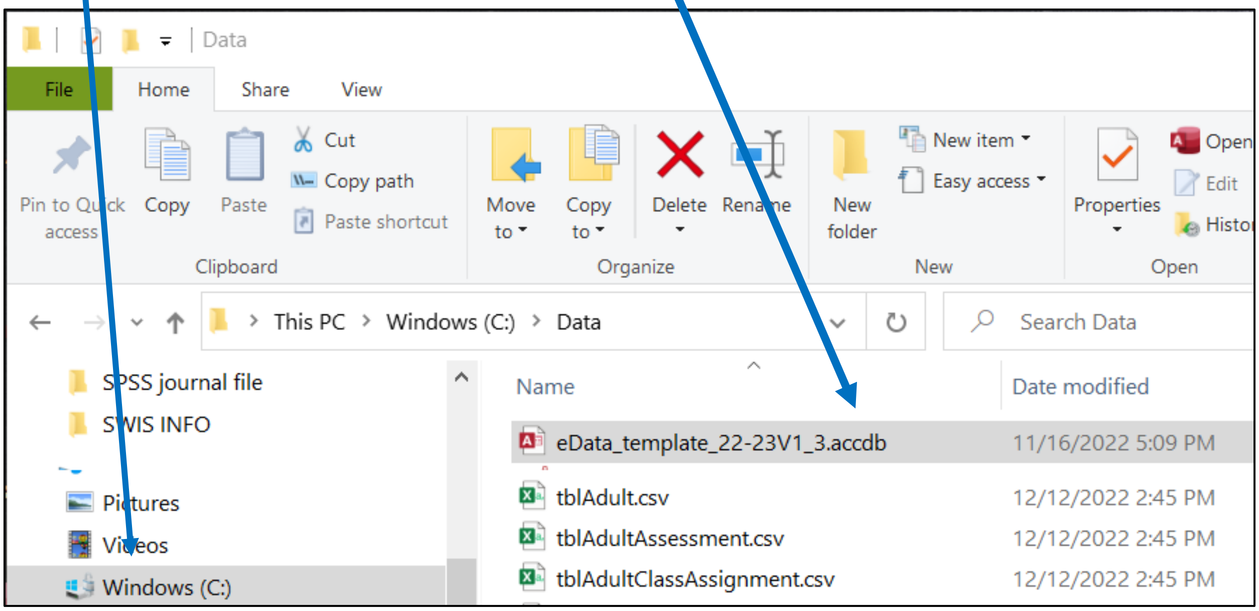
1) Click on the icon on the screen or taskbar. 

Change Access settings

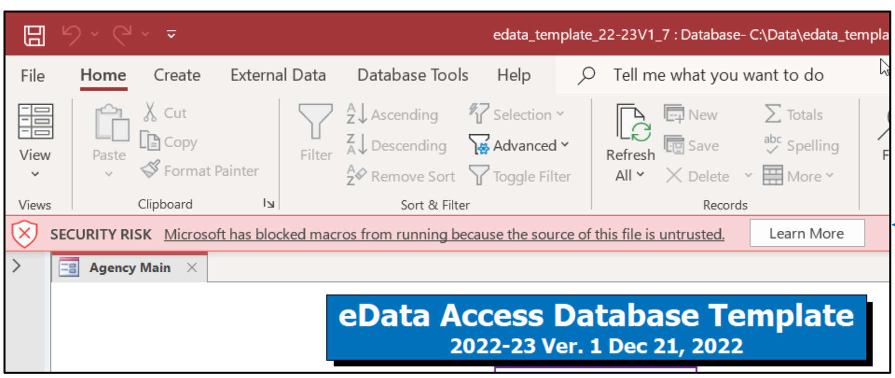
To prevent errors while updating the template with exported data from eData, users must turn off Action Query Prompts and adjust Security Settings in Microsoft Access. These changes only need to be made once per computer.

Change settings to allow all macros and to turn off query prompts:

1. You need to open the most recent eData access template.
    a. Go to C drive.
    b. Highlight and double click Access template file to open it.



File Explorer Screenshot: Access template file location in Windows (C:)

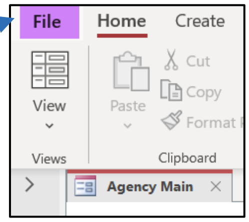


eData Access Template Screenshot: Error message

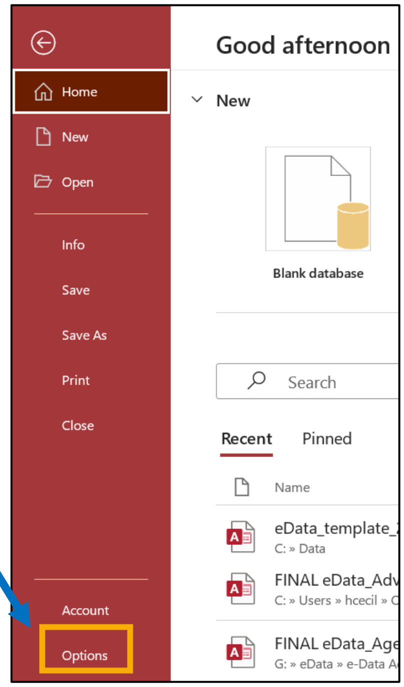
2. Access template file opened.

    a. When you open the template the first time, you may see an error message like this. This issue will be resolved in a settings change indicated below.

3. Click on **File** (top left).

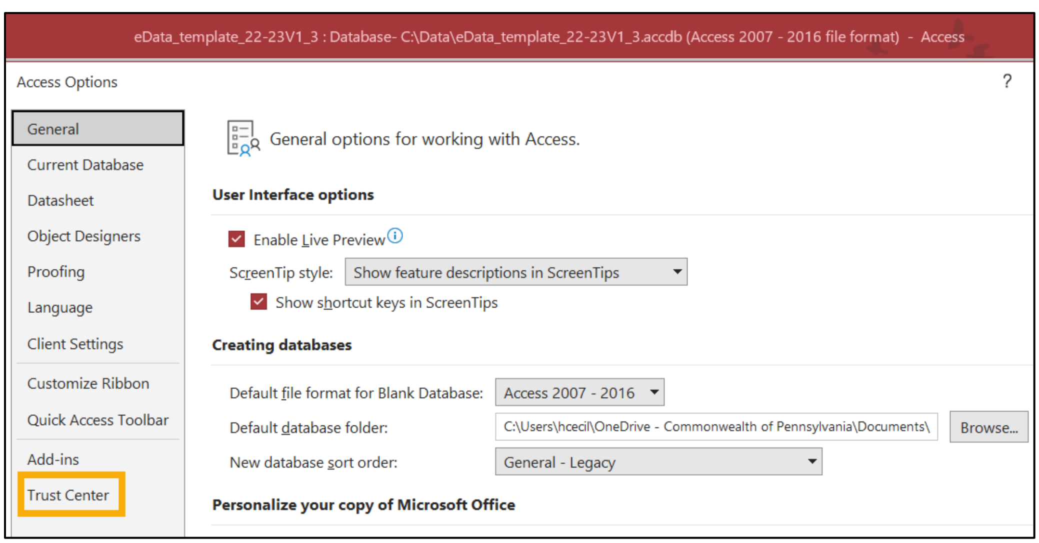


4. Click **Options**.



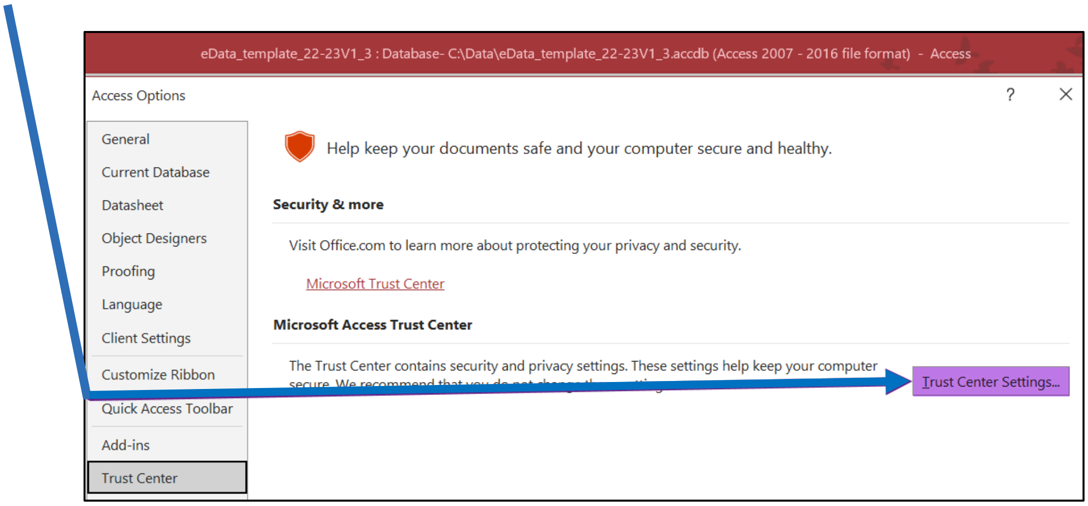
eData Access Template Screenshot: Options button

5. Click **Trust Center**.



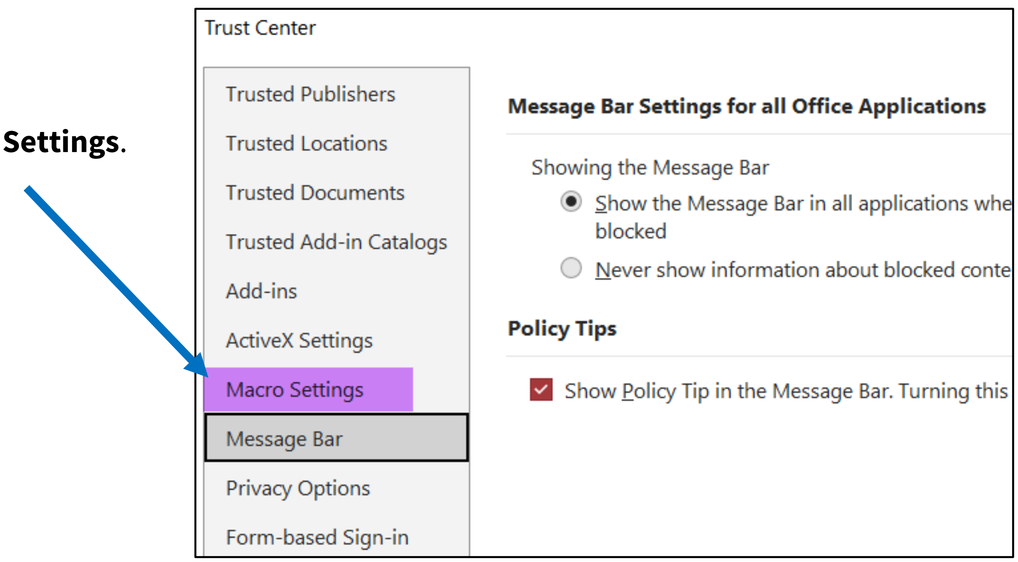
eData Access Template Screenshot: Trust Center

6. Click on **Trust Center Settings**.



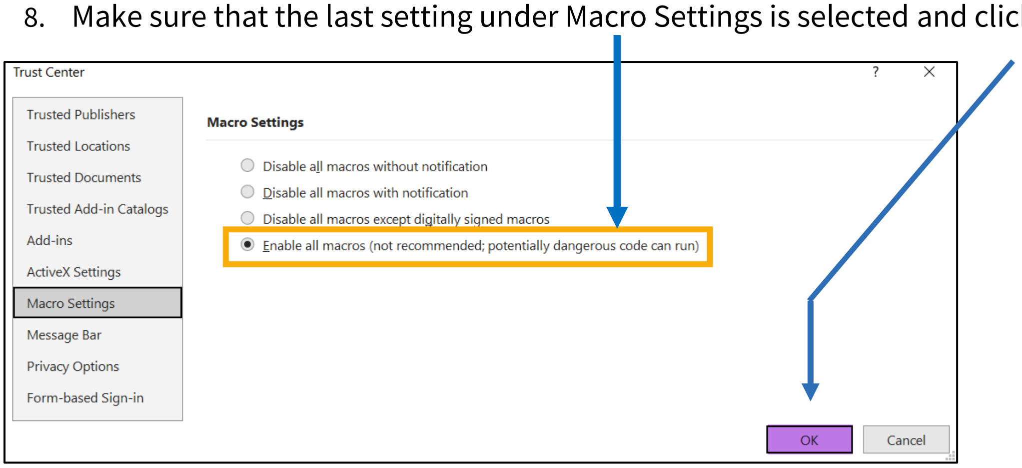
eData Access Template Screenshot: Trust Center Settings

7. Click on **Macro Settings**.



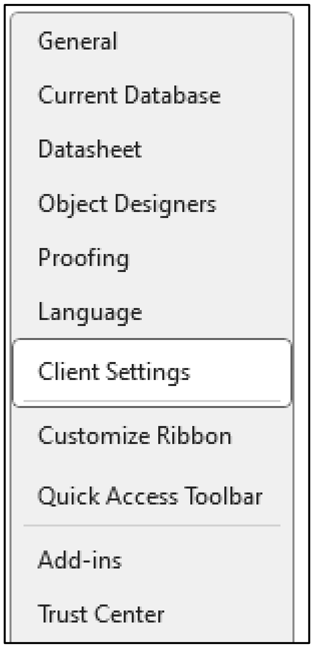
eData Access Template Screenshot: Macro Settings

8. Make sure that the last setting under Macro Settings is selected and click OK.



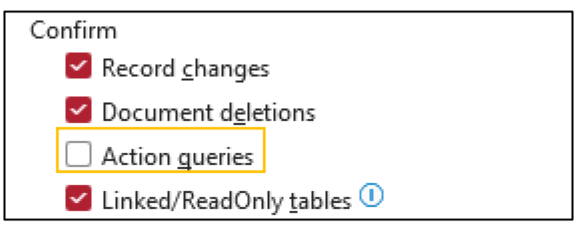
eData Access Template Screenshot: Enable all macros

9. Navigate to Client Settings:



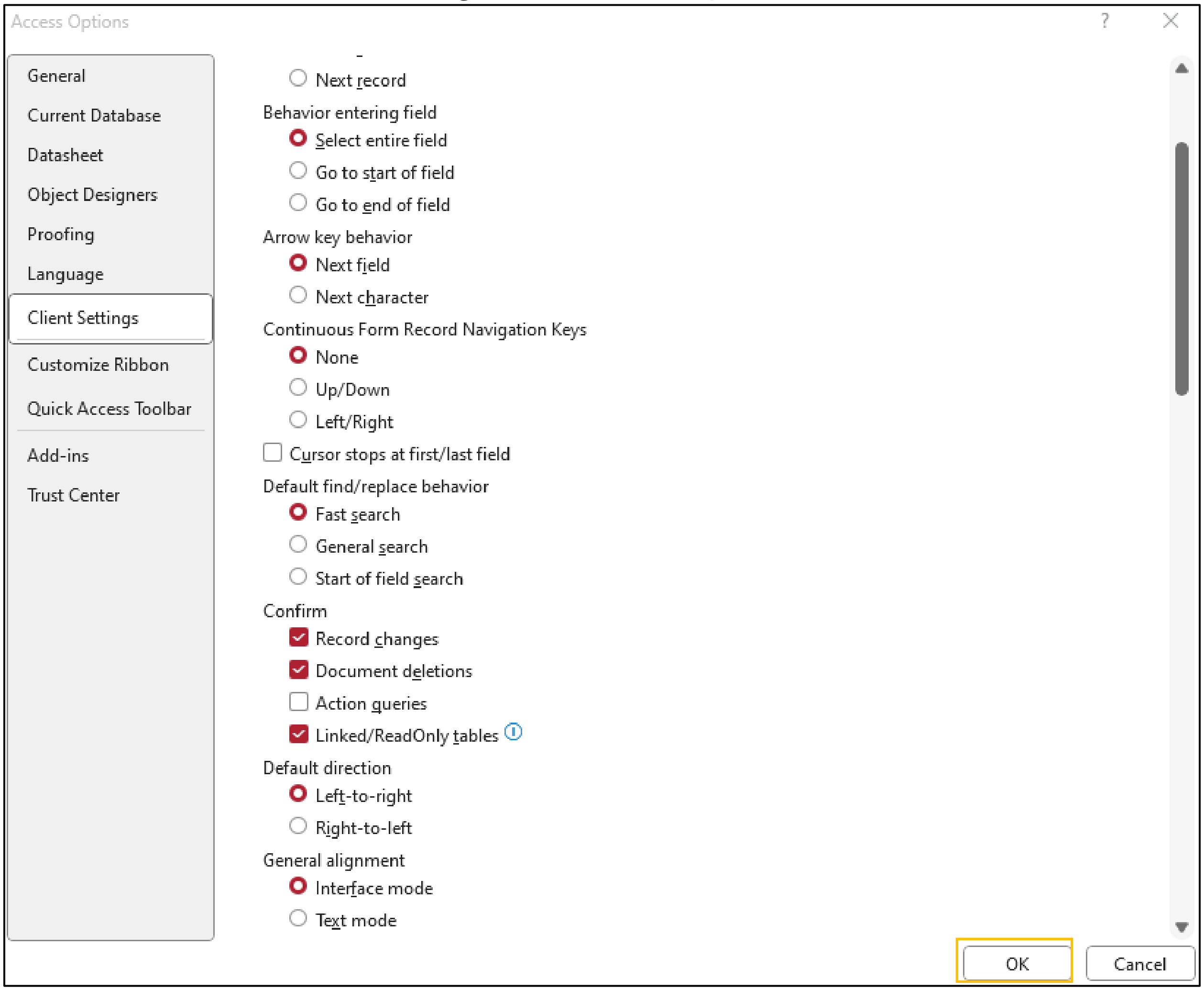
eData Access Template Screenshot: Client Settings

10. In the options under “Confirm,” uncheck the “Action Queries” checkbox:



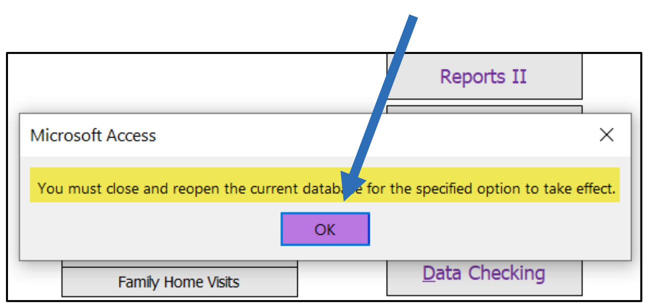
eData Access Template Screenshot: Confirm settings

11. Click the **OK** button in the bottom right corner of the “Option” window:



eData Access Template Screenshot: Client Settings options

12. You will return to the Access template and will see a message. Click **OK**.



eData Access Template Screenshot: OK button

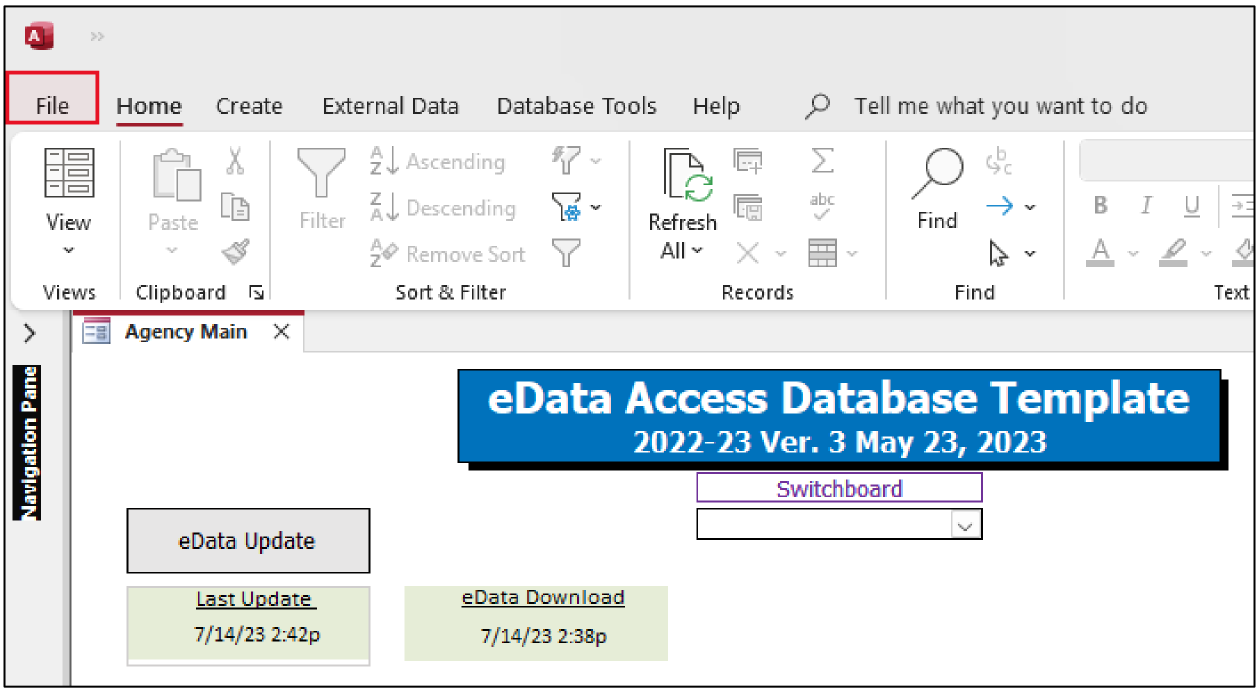
Additional Security Settings (as of April 2023)

When you open the template, you may see a message that looks like this:

eData Access Template Screenshot: Security Risk message

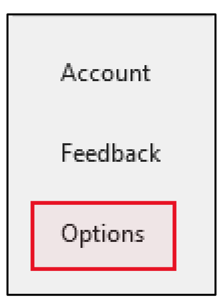
To resolve this issue, you will need to make the following change to your Access settings for the template file to function correctly:

1. Open Microsoft Access.
2. Click **File** above the ribbon at the top left of the window.



eData Access Template Screenshot: File tab

3. Click **Options** at the bottom left of the window.

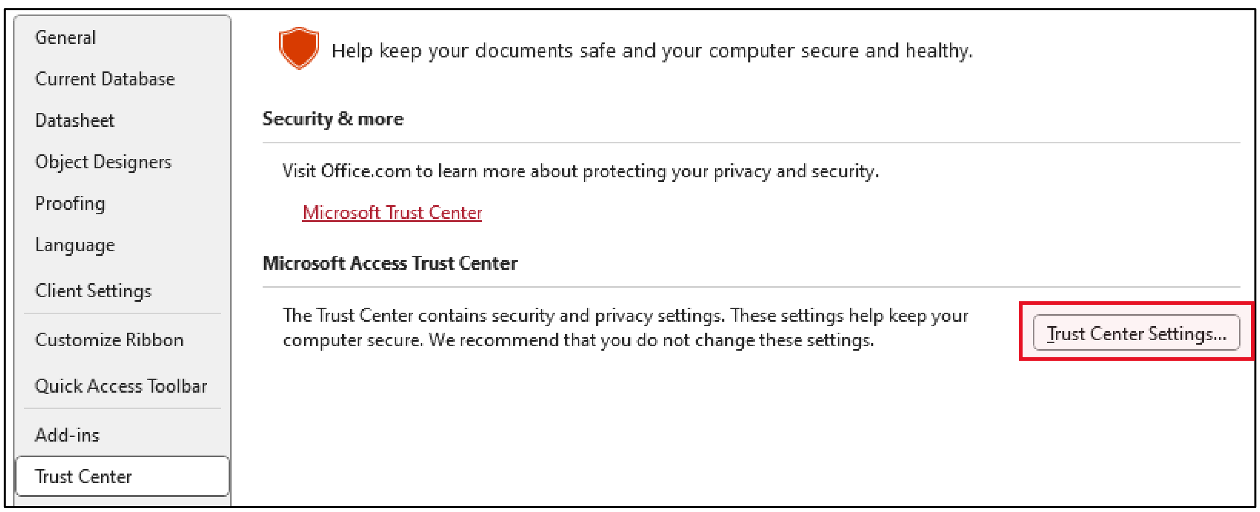


eData Access Template Screenshot: Options

4. Click **Trust Center** in the menu on the left.

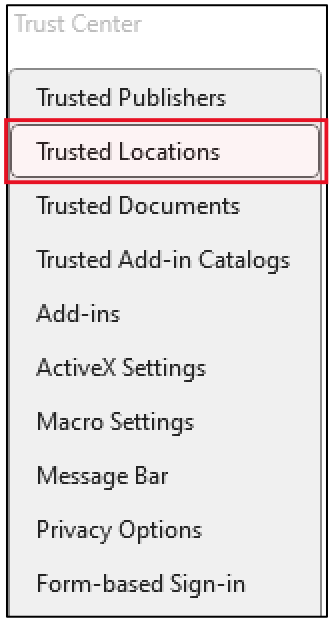
eData Access Template Screenshot: Trust Center

5. Click the "Trust Center Settings…" button on the right.



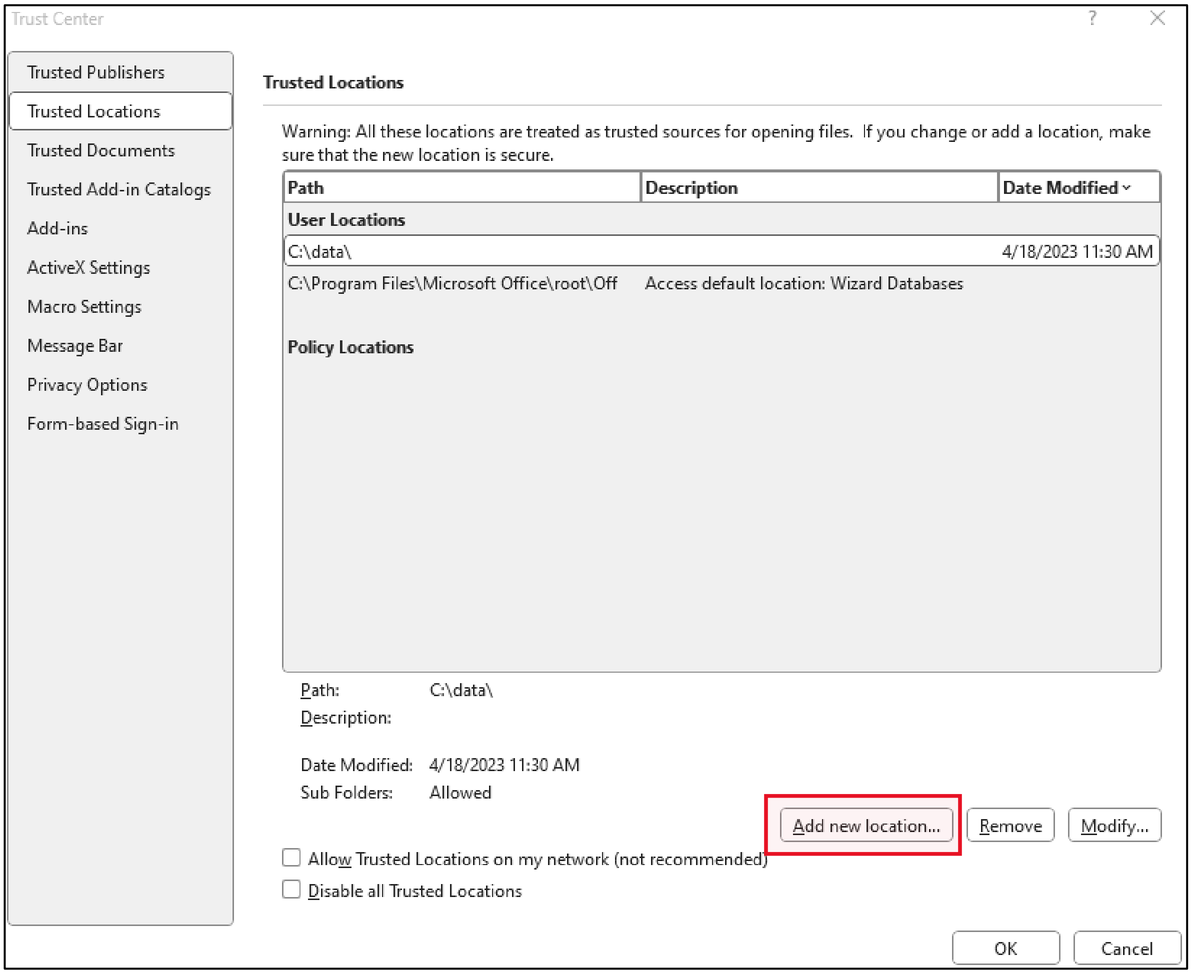
eData Access Template Screenshot: Trust Center Settings

6. Click **Trusted Locations** in the menu on the left.



eData Access Template Screenshot: Trust Center dropdown menu

7. Click the “Add New Location…” button at the bottom.



eData Access Template Screenshot: Add new location

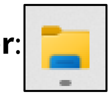
8. Type the file path (location) where you keep your eData template file in the space under the “*Path*” label. Alternatively, you can click the **Browse** button and select the location where you keep your eData template file.

9. Click **OK** three times, and close Microsoft Access to save and enable your changes.

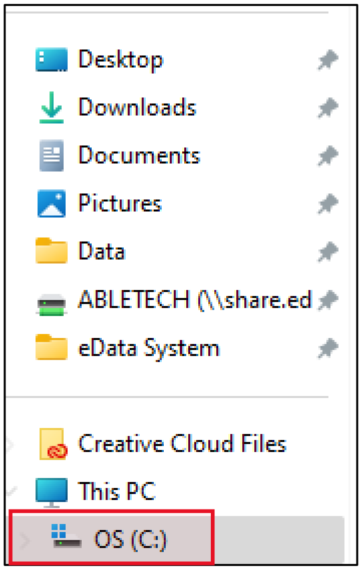
Setup Step 4 – Import agency data into Access template

Update template with exported data

These steps need to be repeated after every eData export/download.

1. On the desktop, in the Start menu, or in the taskbar, click **File Explorer**: 

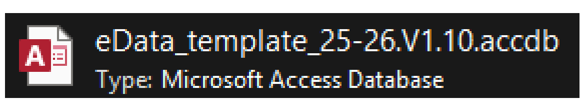
2. On the My Computer (Computer) window, double-click the (C:) drive.



File Explorer Screenshot: Select C drive

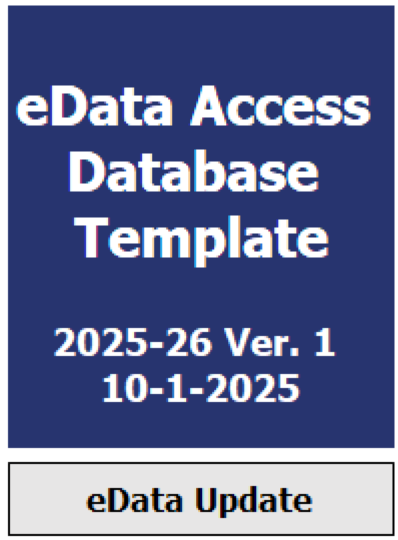
3. Double-click the folder in which the template is stored.

4. Double-click the eData_Agency_template.accdb file to open the database (if not already open). The file name will include the current program year and a version number.



eData Access Template file

5. When the main page of the template is visible, click the “eData Update” button near the left side. This process can take a few minutes to run as it reads the eData files that were exported to the C:\data folder in Step 3 - Export.



eData Access Template Screenshot: eData Update button