

eData Access Template Guide

Program Year 2025-26

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



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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 <u>Appendix A</u> - 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**.

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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.

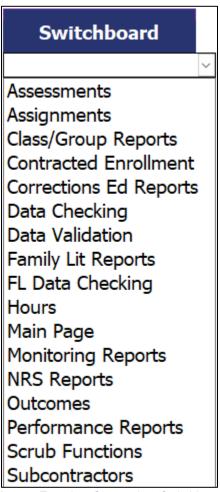
Next Steps

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.

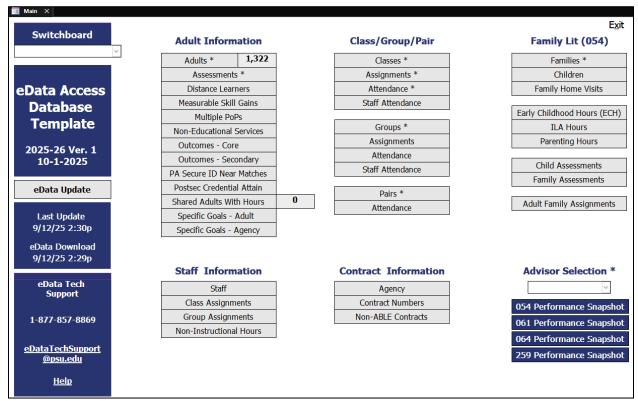
To navigate across the pages below, use the Switchboard in the top left corner of each template screen. Click the menu down arrow to display page navigation options:



eData Access Template Screenshot: Switchboard menu

Template Main Page

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



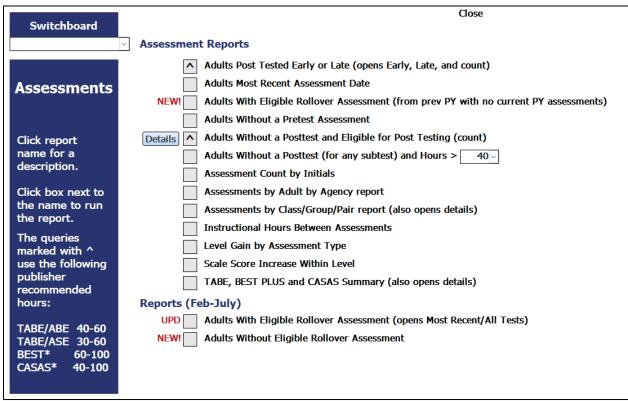
eData Access Template Screenshot: Main page

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

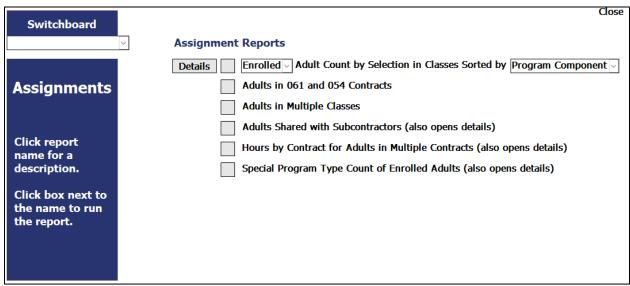
Query/Report Name	Description
Adults Post tested Early or Late	This opens three queries: - qryDataCheck2ndLevelAssess_HrsCheckHigh lists the adults' instructional hours between subtest assessment administrations 1 and 2 that are above the maximum publishers' recommended hours for posttesting.
	 qryDataCheck2ndLevelAssess_HrsCheckLow 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	This query lists the adult's most recent assessment date in the
Assessment Date	"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	This query lists adults from the previous program year who do not have a
Rollover Assessment	current PY assessment and whose most recent assessment date in the
(from previous PY	'MostRecentAssessmentDate' field makes their assessment from the
with no current PY	previous PY eligible to be rolled over into the current program year. The
assessments)	'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	This query lists total hours and contact information for adults who do not
Pretest Assessment	have a pretest assessment for any subtest entered in eData.
Adults Without a	This query counts the number of all enrolled adults who meet the criteria
Posttest and Eligible	for the minimum publisher hours for post testing (Adults Eligible for
for Post Testing	Posttest) and counts only enrolled adults who are missing any posttest
(count)	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	This query lists adults who do not have a posttest for at least one subtest
Posttest (for any	entered in eData and have more than the selected number of instructional
subtest) and Hours >	hours. The "Hours" field shows the total number of instructional hours
XX	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
A	selected or entered in the dropdown.
Assessment Count by	This query counts test administrator initials by agency then by
Initials	assessment.
Assessments by	This report shows adults and all their assessment records. The assessment
Adult by Agency	records for each adult include details such as the form, level, subtest, and
report	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,
Instructional Hours Between Assessments	subtest, and score. 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.
Level Gain by	The "HrsSinceAssessed" field shows the number of hours since the most recent subtest assessment. This query lists level gain information for all assessment subtests.
Assessment Type 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	This opens two queries:
Rollover Assessment (opens Most Recent/All Tests)	 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	This pair of queries lists and counts adults who are shared between a
Subcontractors (also	direct agency and their subcontractor(s). It opens two queries:
opens details)	
	 qryAdultsInAgencyRawData lists shared adults.
	 qryAdultsInAgencyCount counts shared adults by agency.
Hours by Contract for	This opens a report and a query which lists adults who are actively
Adults in Multiple	participating in more than one contract.
Contracts (also opens	
details)	 rptAdultsMultipleContracts is sorted by Enrolled/Served, by
	agency, and then by name.
	 qryReportAdultEnrollmentMultipleContracts4of4 is sorted by
	agency then by name.
Special Program Type	This opens two queries:
Count of Enrolled Adults	
(also opens details)	- 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

0 :: 11 1	Close
Switchboard	Adults assigned to more than one class / group are counted in each class / group.
	Educational Gain by Class and Level Instructors by Class / Group
	Educational Gain by Group and Level Performance by Class
	Hours by Class (do not run with statewide data) Performance by Group
Class/	
-	For all reports below, you may select a class/group from the Class/Group Key drop-down menu or enter a Class/Group Name and/or Class/Group Keyword by first erasing the class/group key and then entering all or
Group	part of a class/group name and/or a class/group keyword including *** for a wildcard if desired.
Reports	
	Agency Adult Literacy Lawrence County
Click report	Class/Group Key 55976
name for a	Class/Group Name Afternoon
description.	Class/Group Keyword * Start Date End Date
Click box next to	mm/dd/yyyy mm/dd/yyyy
the name to run	Details Adult Assessments by Class / Group Details Class / Group Attendance
the report.	Adult Assessments Hours Between Assessments NOTE: If the NRS Table 4 or 4B report below is run using
	Details Adult Core Outcomes by Class / Group a Family Literacy Class, the report does not consider
	Adult Level Change by Assessment Subtest Family Enrollment. All adults in the class with at least 12 hours and an entry level assessment are counted.
	Details Addit Level Claringe by Class / Group
	Details Adult Level Change by EFL Details NRS Table 4 by Class / Group Details Adult Secondary Outcomes by Class / Group Details NRS Table 4B by Class / Group
	National Secondary Outcomes by Class / Group
	Adults Without a Posttest (for any subtest) and Hours > 40 V
	Blank Attendance Tracking Sheet
	Class / Group Attendance by Month Most Recent Assessment Date
	MOST RECEIT ASSESSMENT Date

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	This query lists attendance hours by class for all adults.
(do not run with	
statewide data)	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 /	This query lists instructor(s) assigned to each class / group.
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.

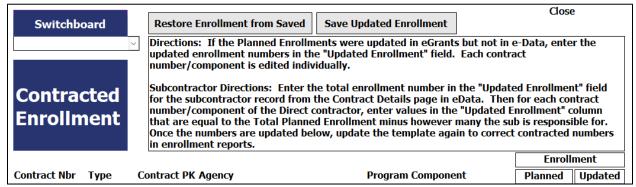
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Query/Report Name	Description
Adult Level Change by	This report shows, by the class/group selected and by EFL, adult EFL
EFL	"Level Change." The field "Level Change" is the number of
	Educational Functioning Levels gained.
	The "Details" query lists 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	This report shows, by the class or group selected and by enrollment
Outcomes by Class/Group	status, the secondary outcome for each adult who has a set date
Class/Gloup	entered in eData for that secondary outcome.
	The "Details" query lists the same information in a spreadsheet
	format.
Adults Without a	This query lists adults who do not have a posttest for at least one
Posttest (for any	subtest entered in eData and have more than the selected number of
subtest) and Hours >XX	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	This report is based on the class/group selected and can be used to
Tracking Sheet	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	This report shows attendance hours by month in the class / group
by Month	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	This query lists the adult's most recent assessment date in the
Assessment Date	'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."
	records from the start of the program year through the End bate.
	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	This report shows EFL Gains and Attendance for the class/group
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	This report shows EFL Gains and Attendance for pre- and posttested
Class/Group	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.
	Torride

Contracted Enrollment

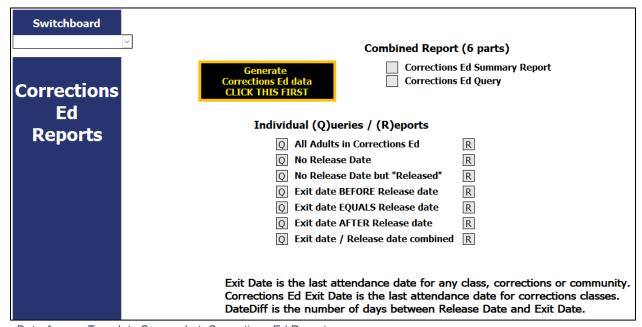
This page allows updates to contracted enrollment numbers so that reports and queries will indicate the corrected contracted enrollment numbers. Updates will be saved in the template.



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.

Switchboard		Close
SWIEGIIBOUTU	Data Check Summary Report	
Data Checking Click report name for a description. Click box next to the name to run the report.	Adults Age Ineligible Assignments Adults Age Under 16 or Over 95 Adults Assessed Missing Entry Level Adults Assessed with Same Test on Same Date Adults Ex-Offender and Institution Conflict Adults First Assessment > 30 Days From Start Date Adults Highest Grade Completed - Post Secondary Conflict Adults Missing Assignments to a Class, Group, or Pair Adults Missing Core Outcomes Adults Missing DL Checkbox with Remote Hours Adults Missing Post Tests with 40+ hours (opens details) Adults Missing Hours	Classes Marked Post Secondary Transition Classes Marked Workplace Literacy Classes Missing Attendance Classes Missing Enrollment Classes Missing Staff Assignment Community Adults in Institution Classes Community Adults in Institution Groups Community Adults in Institution Pairs Contracts without Assignments Corrections Adults in Community Classes Corrections Adults in Community Groups Corrections Adults in Community Pairs
Counts	Adults Post Tested Same Test within 14 Days Classes/Groups/Pairs Marked DL with In-person Hours	Groups Missing Attendance Groups Missing Enrollment
Adults	Classes/Groups/Pairs Marked In-Person with Remote Hours	Groups Missing Staff Assignment
Staff	Classes Marked DLP for Local Agency Classes Marked IET	Pairs Missing Hours PAsecureID Near Matches 9
Tutors		Special Needs Adult Missing Goals
Classes		Special Needs Adult with Assessment
Groups Pairs		

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.

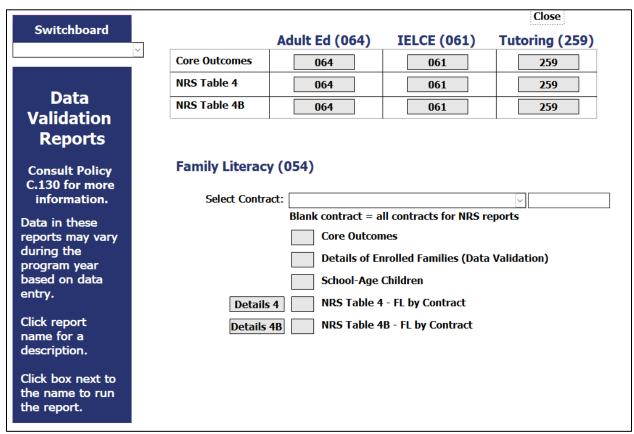
Query/Report Name	Description
Data Check -	This report is a summary of all the items listed on both the "Data Checking"
Summary Report	and "Family Lit Data Checking" pages and is the same report that eData
	Tech Support emails monthly to agencies and Division advisors. To find
	more detailed information 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	This query lists adults whose age falls outside of the age eligibility range for
Age Ineligible	participation in classes, groups, or pairs with specific contract/services. See
Assignments	Division of Adult Education guidelines for more information.
Data Check - Adults	This query lists adults who are younger than 16 years old or older than 95
Age under 16 or over	years old as of their start date for the current program year.
95	
Data Check - Adults	This query lists adults who have assessments entered in eData but do not
Assessed Missing	have an NRS entry EFL identified. To be identified as an NRS entry EFL
Entry Level	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	This query lists adults who have two of the same assessment subtests
Assessed with Same	dated the same day.
Test on Same Date Data Check - Adults	This guary lists adults who are marked in a Data as "Desidence" -
Ex-Offender and	This query lists adults who are marked in eData as "Residence" = "Institution" and are also checked "Yes" under "Ex-Offender" in their
Institution Conflict	barriers to employment.
Data Check - Adults	This opens two queries:
First Assessment >	This opens two queries.
30 Days from Start	- qryAssess>30DaysStep3 counts adults by agency that have a pretest
Date	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.
	detaute maximum nours are 1000.
	- gryAssess>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.
	the query above.

Query/Report Name	Description
Data Check -	This query lists adults marked in eData as "enrolled in postsecondary
Adults Highest Grade	education" at entry but do not have, marked in eData, a high school
Completed -	diploma (including alternative HS program), some postsecondary
Postsecondary	education (no degree), a postsecondary education degree, or a high school
Conflict	equivalency diploma.
Data Check -	This query lists, by agency, adults who have not been assigned to a class,
Adults Missing	group, or pair. If an adult is shared with another agency, they may have
Assignments	hours assigned by the other agency, which are listed in the field
To a Class, Group, or	"AdultHoursYTD."
Pair	
Data Check -	This query lists adults who are missing core outcomes.
Adults Missing Core	
Outcomes	
Data Check -	This opens two queries:
Adults Missing DL	
Checkbox	 qryDataCheckDistanceLearningMissingCheckboxWithRemoteHrs
with Remote Hours	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 -	This opens two queries:
Adults Missing Post	
Tests with 40+ hours	-qryDataCheckAdultsMissingExitLevelAssessment lists enrolled adults with
(opens details)	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).
	8()
	-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 -	This query lists adults with no instructional hours entered in eData.
Adults Missing Hours	The quety date water with no motivational modes effected in could.
	I .

Query/Report Name	Description
Data Check -	This query lists adults who have two administrations of the same
Adults Post Tested	assessment subtest within a 14-day period. Assessment dates are displayed
Same Test within 14	in chronological order in the administration number fields (1, 2, 3, etc.)
Days	along with the fields "Days_Admin x-x," which calculate the number of days
	between two administrations.
Data Check -	This query lists classes, groups, and pairs marked with special program
Classes/Groups/Pairs	type "Distance Learning: "that also have in-person adult attendance
Marked DL	noted in field "Total Inperson Hrs in Activity."
with In-Person Hours	noted in neta Total inperson in a mixed vity.
Data Check -	This query lists classes, groups, and pairs marked with special program
Classes/Groups/Pairs	type "Fully In-Person" that have remote adult attendance which is noted in
Marked In-Person	field "Total Remote Hrs in Activity."
with Remote Hours	,
Data Check -	This query lists local agency classes marked with special program type
Classes Marked DLP	"Distance Learning: DLP." Typically, the Distance Learning Project is the
for Local Agency	only program that should use the DLP special program type.
Data Check -	This query lists classes marked as "IET" in the "Special Program Type" field.
Classes Marked IET	This can be IET either with credential or without.
Data Check -	This query lists classes marked as "Postsecondary Transition" in the
Classes Marked	"Special Program Type" field.
Postsecondary	
Transition	
Data Check -	This query lists classes marked as "Workplace Literacy" in the "Special
Classes Marked	Program Type" field.
Workplace Literacy	
Data Check -	This query lists classes that do not have any adult hours entered for the
Classes Missing	class.
Attendance	
Data Check -	This query lists classes that do not have any adults assigned to the class.
Classes Missing Enrollment	
Data Check -	This grown lists alonges that do not have a staff never a spigmed
Classes Missing	This query lists classes that do not have a staff person assigned.
Staff Assignment	
Data Check -	This query lists adults whose "Residence" is marked "Community" but who
Community Adults in	are in a class marked with "ProgramComponent" = "Institutional."
Institution Classes	are in a class marked with a rogiam component — institutional.
Data Check -	This query lists adults whose "Residence" is marked "Community" but who
Community Adults in	are in a group marked with "ProgramComponent" = "Institutional."
Institution Groups	
Data Check -	This query lists adults whose "Residence" is marked "Community" but who
Community Adults in	are in a pair marked with "ProgramComponent" = "Institutional."
Institution Pairs	
moutution Falls	

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

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	This report counts core outcomes for adults who are in an enrolled family in
Report -	contract 054, have a Set Date, an Entry EFL, and a PoP exit date. Data for all
Core Outcomes	subcontractors is included in this report if the subcontractor data has been
(054)	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	This report shows Family Enrollment, Core Goals set, Child Assessments,
Report -	and Interactive Literacy Assessments (ACIRI). For additional information,
Details of Enrolled	refer to the Division of Adult Ed Policy C.100 Adult Education and Family
Families	Literacy Performance Standards.
Data Validation	This report shows a summary of school-age children in enrolled families
Report -	including Promotion and Reading on Grade Level. For additional
School-Age Children	information, refer to Policy C.100 Adult Education and Family Literacy
	Performance Standards.
Data Validation	This report shows EFL gains and attendance for pretested adults in enrolled
Report -	families for the selected contract. Data for subcontractors is included in this
NRS Table 4 - FL by	report if the subcontractor data has been imported from eData; however,
Contract	adults shared between contractor and subcontractor(s) are counted only
	once.
	NOTE: Adults who are arrelled in record there are another twill only according
	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.
	emotied addit 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	This report shows EFL gains and attendance for pre- and posttested adults
Report -	in enrolled families for the selected contract. Data for all subcontractors is
NRS Table 4B - FL	included in this report if the subcontractor data has been imported from
by Contract	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.

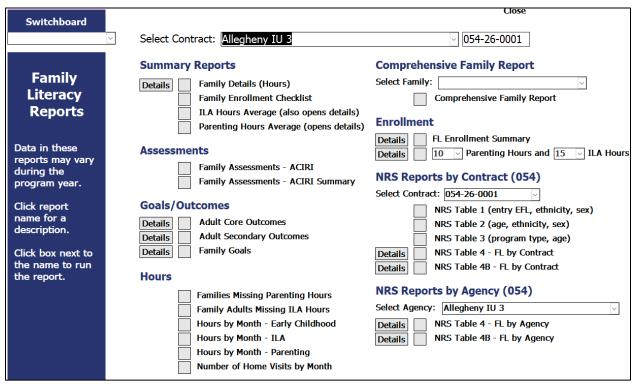
Switchboard	Close
	Data Check Summary Report
Family	Adults Missing Parenting Hours Children Missing ACIRI Children Missing Assessments
Literacy Data Checking	Children Missing Early Childhood Hours Children Missing ILA Hours
Click report name for a description.	Children Missing Time 2 Assessments Families Missing ACIRI Families Missing Adults
Click box next to the name to run the report.	Families Missing Children Families Missing ILA Hours Invalid ACIRI Assessments
Counts	Non-Participating Children School-Age Children Missing End of School Year Report
Family	
Child	
Age 0-3	
Age 3-8 Not in school	
Grade K-4th	
Grade K-7th	

eData Access Template Screenshot: Family Literacy Data Checking page

Query/Report Name	Description
FL Data Check - Data	This report is a summary of all the items listed on both the "Family Lit
Check Summary	Data Checking" page and "Data Checking" page and is the same report
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 -	This query lists family literacy adults who do not have any parenting
Adults Missing	hours entered in eData.
Parenting Hours	

Query/Report Name	Description
FL Data Check -	This query lists three- to five-year-old children not in school who do not
Children Missing ACIRI	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

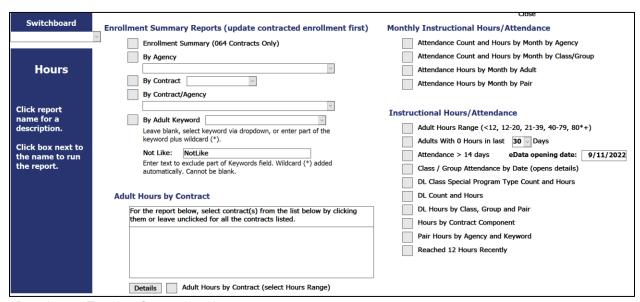
Query/Report Name	Description
Family Details (Hours)	This report counts family literacy-related hours, sorted by surname, and it lists all adults and children associated with each family. Hours for adults and children are counted as follows: - Adult - Instructional hours, Parenting hours, ILA hours, 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	This opens two queries:
Average	 qryViewParentingHoursAgencyAvg counts agency total and
	average parenting hours.
	9 .
	- qryViewParentingHoursAvg counts adult parenting hours. The
	field "10 Parenting Hours" = 1 if the adult has 10 or more
Family Assessments	parenting hours. This report shows details of ACIDI assessments for families in aData
- ACIRI	This report shows details of ACIRI assessments for families in eData, sorted by surname.
Family Assessments	This report shows a summary of ACIRI assessments for families in eData,
- ACIRI Summary	sorted by surname.
Adult Core Outcomes	This report shows adults' outcome status sorted by enrollment status,
Addit oore outcomes	outcome, and cohort status.
	outcome, and conort 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	This report shows the secondary outcomes set by adults enrolled in a
Outcomes	Family Literacy program. The report is sorted by enrollment status and
	goal and shows the set, met, and exit dates for each adult.
Family Oaala	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.
	CData, it is listed in red text.
	The "Details" query lists the same information in a spreadsheet format.
Families Missing	This query lists family surnames that do not have parenting hours
Parenting Hours	entered in eData.
Family Adults	This query lists adults in a family who do not have ILA Hours entered in
Missing ILA Hours	eData.
Hours by Month -	This query counts, by month, early childhood hours entered in eData.
Early Childhood	
Hours by Month - ILA	This query counts, by month, ILA hours entered in eData.
Hours by Month -	This query counts, by month, parenting hours entered in eData.
Parenting	
Number of Home	This query counts, by month, the number of home visits entered in
Visits by Month	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	This report shows the selected family's details including adult and child
Family Report	assessments, adult goals, and instructional hours.
FL Enrollment	This query lists the following:
Summary	- 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	This query counts enrolled families that have at least X hours of parent
ILA Hours	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	This report counts adults in enrolled families by entry EFL, ethnicity, and
(Entry EFL, Ethnicity, Sex)	sex.
NRS Table 2	This report counts adults in enrolled families by age group, ethnicity,
(Age, Ethnicity, Sex)	and sex.
NRS Table 3	This report counts adults in enrolled families by program type and age
(Program Type and	group.
Age)	
NRS Table 4 - FL by	This report counts EFL gains and attendance for pretested adults in
Contract	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 "Detaile" grown lists the same information in a grown details
NRS Table 4B - FL by	The "Details" query lists the same information in a spreadsheet format.
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	This report shows:
(064 Contracts Only)	- 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	This report shows by selected agency:
Summary by 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	This report shows by selected contract:
by 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	This report shows by selected contract/agency:
by 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	This report shows by selected adult keyword:
by 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
	La the "Colort Verger and" during design and a second seco
	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.
	above.

Query/Report Name	Description
Adult Hours by Contract	This report shows adults and the total, remote, and in-person hours
(select Hours Range)	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	This query lists the following three items in the "Type" field for each class
Hours by Month by	and group:
Class/Group	1 "Count" Displays by something a supply of a dults only a basis on the supply of the
	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	This query lists adults with no instructional hours within the selected
Last XX Days	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	This opens three queries:
Attendance by Date (opens details)	 qryDataCheckClassGroupAttendanceByDate lists all classes and
(opens details)	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	This query counts adults and sums their class hours by agency and by
Program Type	special program type (SPT). Adults are included in this query only if their
Count and Hours	"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,	This query lists adult DL hours by agency and by class/group/pair. Adults
Group, and Pair	are included in this query only if their "Distance Learner" checkbox is
Haura by Cantrast	checked, specified as "Provided by Local Agency," in eData.
Hours by Contract Component and Hours	This opens two queries:
by Month	 qryReportClass_HrsByMonthAdult lists adult instructional hours
by Month	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."
	the class, group, or pair. IEEEE contracts are lacitative as EEE.
	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

		Class
Switchboard	ANDE Reports	Close
	Monitoring Reports Advisor Selection	Select advisor to limit reports
Monitoring	Adult Hours Range (<12, 12-20, 21-39, 40-79, 80*+) Adults First Assessment > 30 Days From Start Date Adults Missing DL Checkbox with Remote Hours	Count Adults (enrolled and not enrolled) Count Classes by Program Component Count Groups by Program Component
Reports	Adults Missing Post Tests with 40+ hours	Count Pairs by Contract
Click report name for a description.	Adults Missing Posttest and Eligible for Post Testing Adults Shared with Subcontractors	Count Staff and Volunteers (active and inactive) Count Tutors (marked volunteer and staff type = None)
Click box next to the name to run	A Adults Post Tested Early or Late AE Enrollment Summary-Directs	Count Volunteers (marked volunteer and active) Count Volunteers w/ Hours>0 (Main and Sub combined)
the report.	AE Enrollment Summary-Subs Barriers to Employment	3 Report Combo (combines the 3 following reports)
The queries marked with ^	Distance Learning Shared Adult Hours - TIU11	Details 1 Attendance > 14 days eData opening date: 9/11/2022
use the following publisher	TABE, BEST PLUS and CASAS Summary	Date Agency added to eData report
recommended hours:	Valid/Invalid SSN	2 Near Matches > 30 days
TABE/ABE 40-60 TABE/ASE 30-60 BEST* 60-100 CASAS* 40-100	Volunteer Hours (assigned to a class/group/pair)	3 Invalidated Assessments

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	This opens two queries:
Checkbox with Remote Hours	 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	This opens two queries:
Tests with 40+ hours	 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.

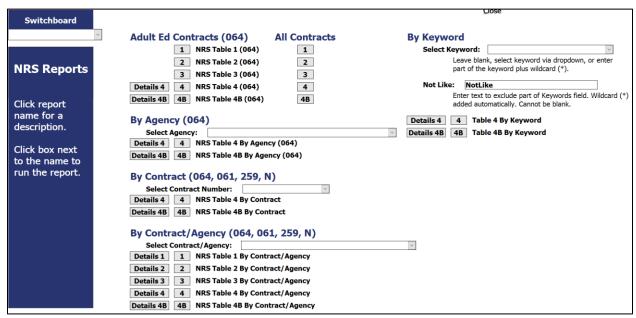
Query/Report Name	Description
Adults Post Tested	This opens three queries:
Early or Late	 qryDataCheck2ndLevelAssess_HrsCheckHigh lists the adults' instructional hours between subtest assessment administrations 1 and 2 that are above the maximum publishers' recommended hours for post testing. qryDataCheck2ndLevelAssess_HrsCheckLow 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	This query counts the NRS Barriers to Employment as entered in eData, by
Employment	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	This query shows adults in TIU 11 that are sharing services with other
- TIU11	agencies.
TABE, BEST PLUS, and CASAS	This query counts the number of TABE assessments, CASAS assessments,
Summary	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	This query lists staff marked as a volunteer and their hours by
(assigned to a	class/group/pair assignment.
Class/Group/Pair)	70 171
Count Adults	This query counts all adult records for the program year.
(enrolled and not	
enrolled)	
Count Classes by	This query counts classes by their program component.
Program Component	
Count Groups by	This query counts groups by their program component.
Program Component	
Count Pairs by	This query counts pairs by assigned contract.
Contract	
Count Staff and	This query counts all staff records, including those marked as volunteers,
Volunteers (active	regardless of active or inactive status.
and inactive)	
Count Tutors	This query counts staff records marked as volunteers and marked as staff
(marked volunteer	type none.
and staff type =	
none)	
Count Volunteers	This query counts staff records marked as volunteers and marked as active.
(marked volunteer	
and active)	
Count Volunteers w/	This query counts staff marked as volunteer and assigned to a class, group,
Hours > 0	and/or pair by agency (main and sub combined).
(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 accomments total accomments and
	- 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	This report shows the date the agency was added to eData. This date can
to eData report	be used in the "eData opening date" field on the "Misc Reports" page.
Near Matches > 30	This query counts unresolved near matches over 30 days old.
Days	
Invalidated	This query counts invalidated assessments and a percentage of invalidated
Assessments	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

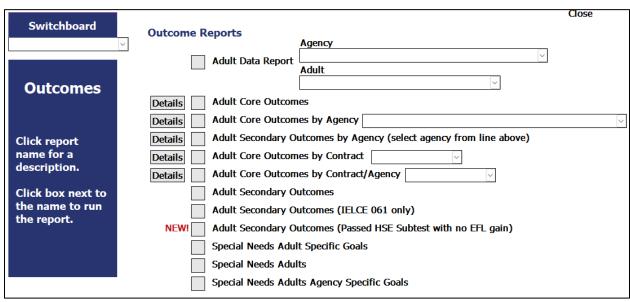
Query/Report Name	Description
NRS Table 1 (064)	This report counts enrolled adults in 064 programs by entry EFL level,
Adult Ed Report	ethnicity, and sex.
NRS Table 2 (064)	This report counts enrolled adults in 064 programs by age group,
Adult Ed Report	ethnicity, and sex.
NRS Table 3 (064)	This report counts enrolled adults in 064 programs by program type
Adult Ed Report	and age group.
NRS Table 4 (064)	This report counts EFL gains and attendance for enrolled adults in 064
Adult Ed Report	programs.
	The "Details" query lists details for the adults included in the report
	above.
NRS Table 4B (064)	This report counts EFL gains and attendance for enrolled adults with an
Adult Ed Report	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	This report counts EFL gains and attendance for enrolled adults in 064
By Agency (064) Report	programs for the agency selected in the drop-down.
	The "Details" query lists details for the adults included in the report
ND0 = 11 4D	above.
NRS Table 4B	This report counts EFL gains and attendance for enrolled adults in 064
By Agency (064) Report	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	This report counts EFL gains and attendance for enrolled adults for the
By Contract Report	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	This report counts EFL gains and attendance for enrolled adults with an
By Contract Report	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
NRS Table 1	above.
By Contract/Agency	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.
Report	(004, 001, 239, 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	This report counts enrolled adults by age, ethnicity, and sex in
By Contract/Agency	contracts (064, 061, 259, N) for the contract/agency selected in the
Report	drop-down.
	The "Details" query lists details for the adults included in the report
	above.
NRS Table 3	This report counts enrolled adults by program type and age in
By Contract/Agency	contracts (064, 061, 259, N) for the contract/agency selected in the
Report	drop-down.
	The "Details" query lists details for the adults included in the report
	The "Details" query lists details for the adults included in the report above.
	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 dropdown.
	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:
	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.

Query/Report Name	Description
Adult Core Outcomes by Agency	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: In "Cohort-In Data Match" - adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date. 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. "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.

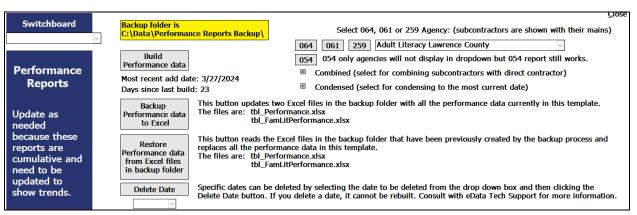
Query/Report Name	Description
Adult Secondary	This report shows adults by selected agency, grouped by their outcome
Outcomes by Agency	and cohort status and includes:
	- Keyword
	- Set date
	- Met date
	- Exit date
	- Valid SSN
	- Entry EFL
	- Hours
	Totals are shown for each outcome.
	Adults in this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

Query/Report Name	Description
Adult Core Outcomes	This report shows adults by selected contract grouped by their outcome
by Contract	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.

Query/Report Name	Description
Adult Core Outcomes	This report shows adults by selected contract/agency grouped by their
by Contract/Agency	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: In "Cohort-In Data Match" - adults shown have 12 or more hours of instruction, a valid SSN, an entry EFL, and an exit date. 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. "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	This report shows adult secondary goals by goal and lists the set date,
Outcomes	met date, and exit date.
Adult Secondary	This report shows the status of IELCE goals for adults assigned to an
Outcomes (IELCE 061	IELCE contract (061) and is grouped by goal, agency, and enrollment
only)	status. Each goal section lists the adults as either enrolled or not
	enrolled. Enrollment is counted for adults with 12 or more hours using
A deda O e e e d	only IELCE (061) instructional hours.
Adult Secondary Outcomes (Passed	The query qryAdultSecondaryGoal-Passed_HSE_Subtest_Step1
HSE Subtest with no	lists adults who have passed an HSE Subtest and do not have an EFL gain.
EFL gain)	The query qryAdultSecondaryGoal-Passed_HSE_Subtest_Step2 counts
- 3- /	the adults by agency who have passed an HSE Subtest and do not have
	an EFL gain.
Special Needs Adult-	This report shows adults marked in eData as "Special Needs" who have
Specific Goals	adult-specific goals set.
p	Ladate specific Bodis 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	This report shows adults marked in eData as "Special Needs" who have
Agency-Specific Goals	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:

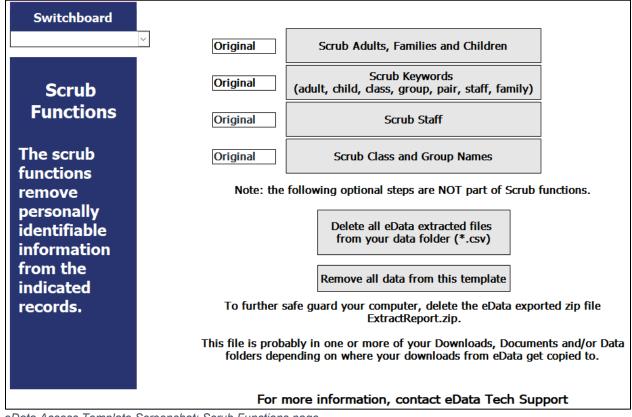
- 1. Populate your template with up-to-date data from eData (see Step 4 above).
- 2. Navigate to the "Performance Reports" page and click the **Build Performance Data** button.
- 3. Once the "Build Performance" data process is complete, a report can be viewed by clicking on the contract number button 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 these scrub functions cannot be undone; 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

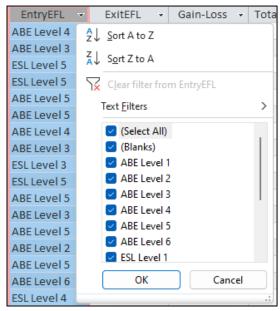
Find

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.

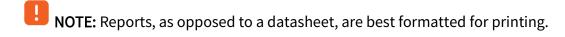
Print and exporting

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:

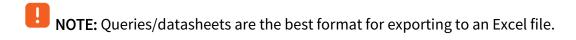
- 1. Open the report.
- 2. In left-most section of the ribbon, click the **Print icon**.
- 3. In the **Name** drop-down, select a printer.
- 4. Adjust other print options as needed.
- 5. Click **OK** to print the report.



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.



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 guery 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 eData Access Template Guide

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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

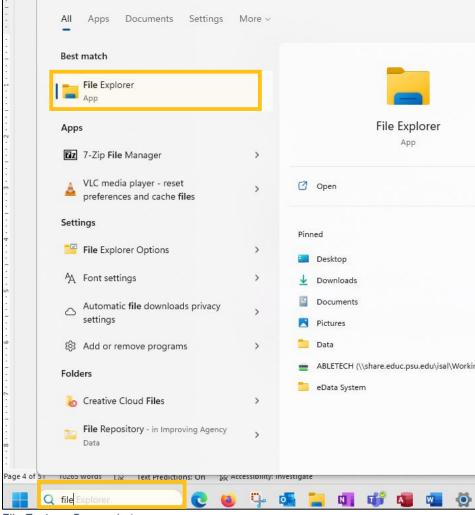
Setup Step 1 - Download an Access template file

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.



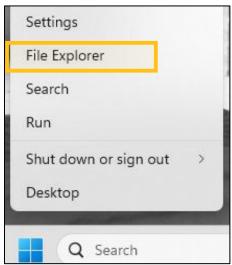
File Explorer Screenshot

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**:



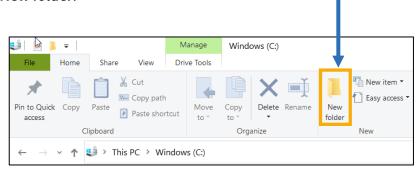
Screenshot of selecting File Explorer

File Explorer

Share New item * X Cut Open 2. Locate and click the Copy path
 Copy path
 Copy path Edit in to Quick Copy la History (C:) drive. You may need to scroll down. → Quick access ✓ Frequent folders (9) Quick access Downloads OneDrive - Commonwealth of Pennsylva OneDrive - Commonwealt. This PC This PC > 🧊 3D Objects Recycle Bin Desktop Desktop Documents IBM SPSS 28 Manuals Windows (C:) Music

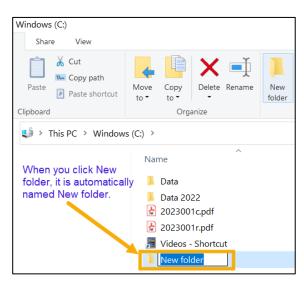
File Explorer Screenshot: Windows (C:)

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

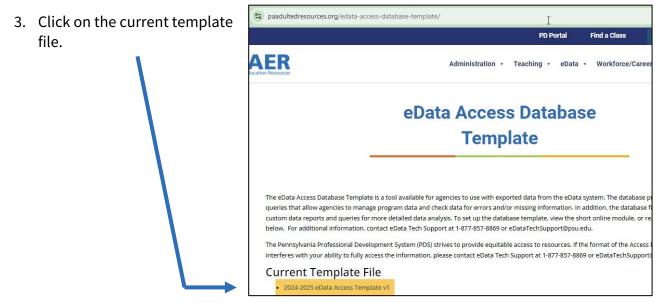
data

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



Web Browser Screenshot: Current eData Access Template version

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



- 5. Click Open file when it becomes available.
- 6. Select the template file.

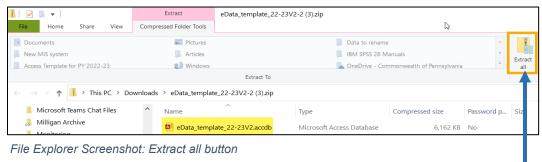
 Name

 Type

 Department of the property of the pr

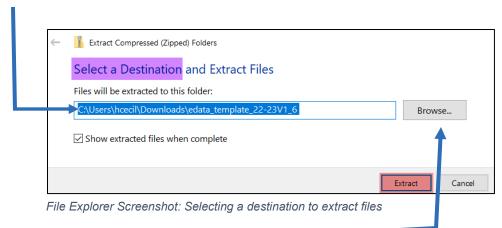
eData Access Template Guide Last revised: 10-21-2025

File Explorer Screenshot: Selecting the downloaded file



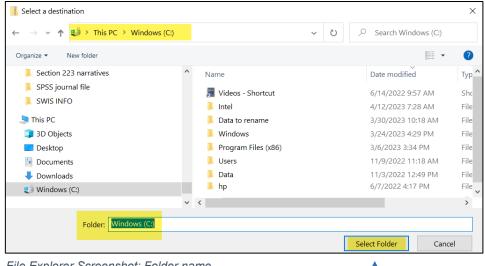
7. Then click Extract all.

- 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.



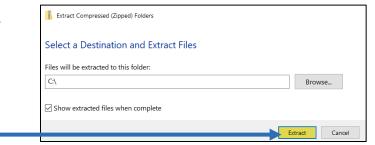
9. Click **Browse** to select file folder for the extracted files.

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.

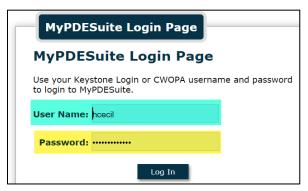


File Explorer Screenshot: Extract button

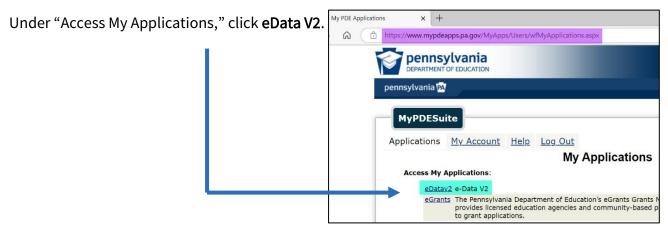
Setup Step 2 - Export agency data from eData

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.

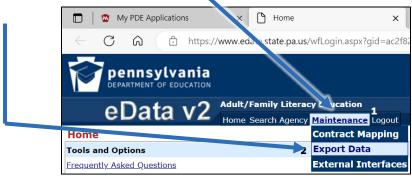


Web Browser Screenshot: MyPDESuite Login page



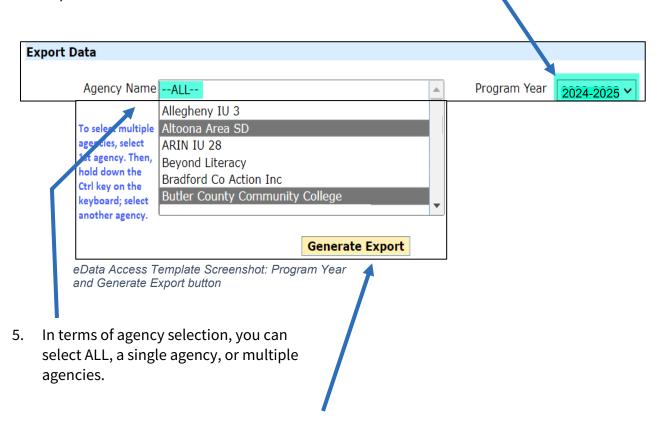
Web Browser Screenshot: eData v2 in My Applications

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



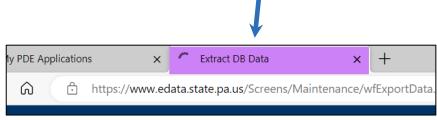
Web Browser Screenshot: Exporting data

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



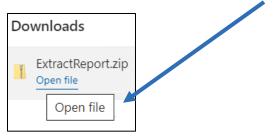
Once agencies are selected, click Generate Export.

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



Web Browser Screenshot: Extract DB Data tab

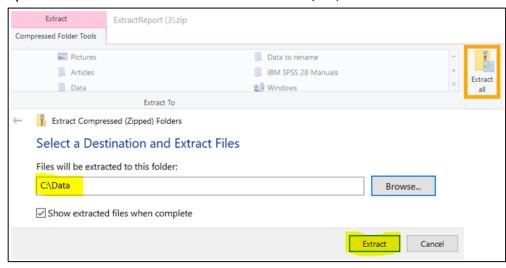
6. Once the report (i.e., ExtractReport.zip) has been generated, you will click **Open file**.



File Explorer Screenshot: Open file button

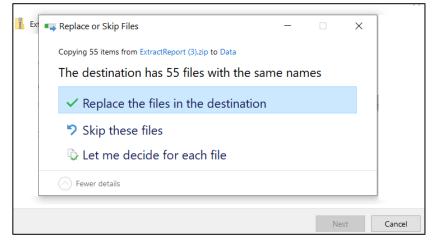
7. You will repeat the steps to extract all of the files into the file folder, C:\data.

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.

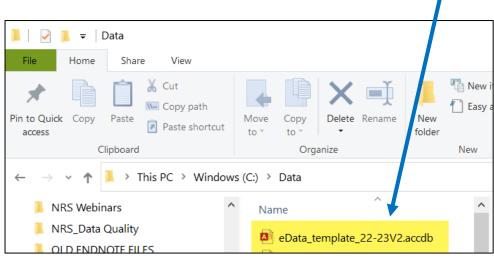
NOTE: eData exports must be extracted to the C:\data folder because this is where the Access template is programmed to find them.

Setup Step 3 – Open the Access template and change settings

Open the Access template file.

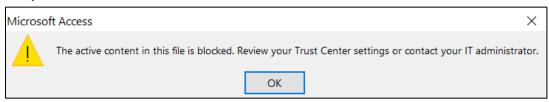
Method 1

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

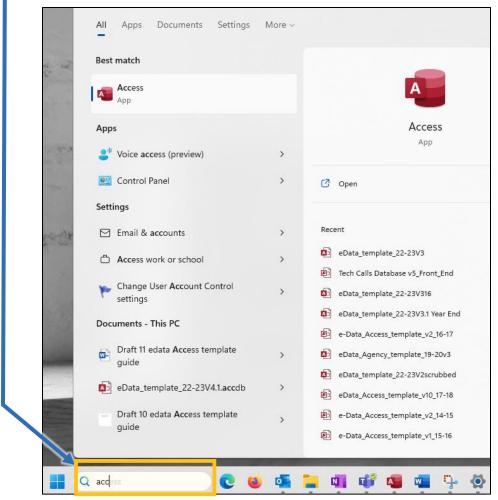
- 2) You may see the following error message in Access.
 - a. If so, click OK.



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.

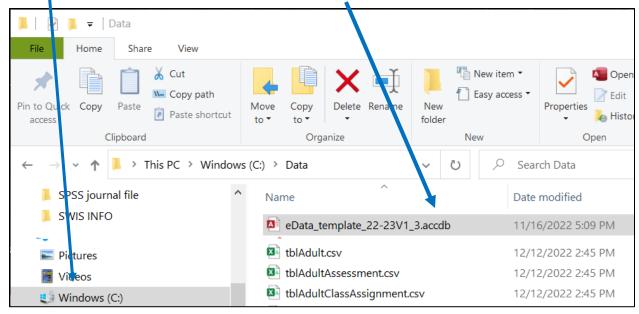


Change Access settings

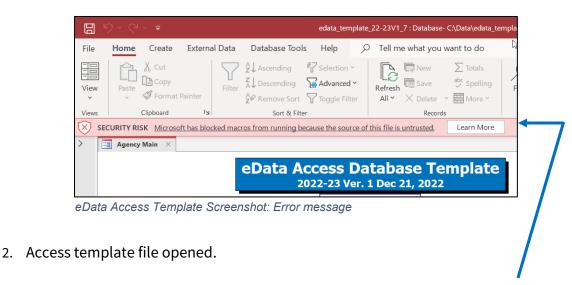
To prevent errors while updating the template with exported data from eData, users must turn off Action Query Prompts and adjust Security Settings in Microsoft Access. These changes only need to be made once per computer.

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:)



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.

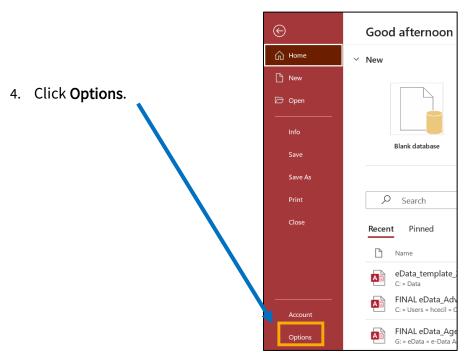
3. Click on File (top left).

File Home Create

View View Format

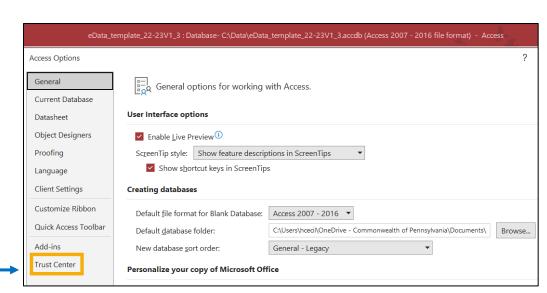
Clipboard

Agency Main ×



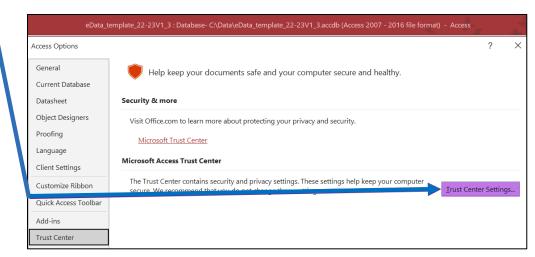
eData Access Template Screenshot: Options button

5. Click Trust Center.

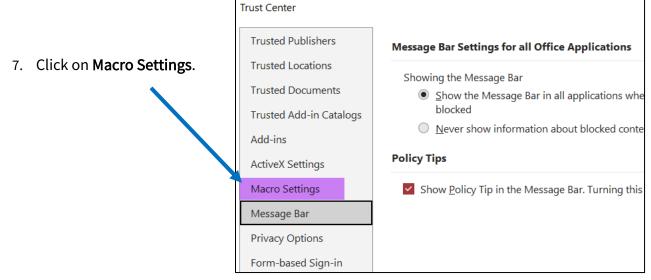


eData Access Template Screenshot: Trust Center

6. Click on Trust Center Settings.

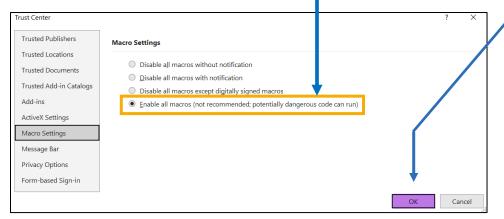


eData Access Template Screenshot: Trust Center Settings



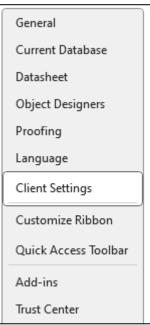
eData Access Template Screenshot: Macro Settings

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



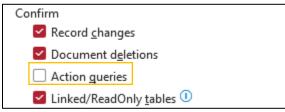
eData Access Template Screenshot: Enable all macros

9. Navigate to Client Settings:



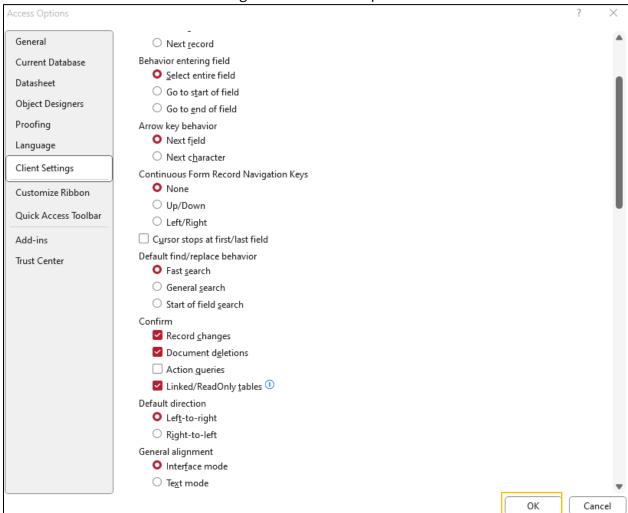
eData Access Template Screenshot: Client Settings

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



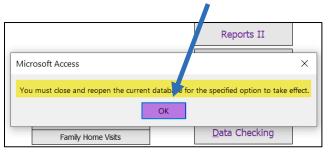
eData Access Template Screenshot: Confirm settings

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)

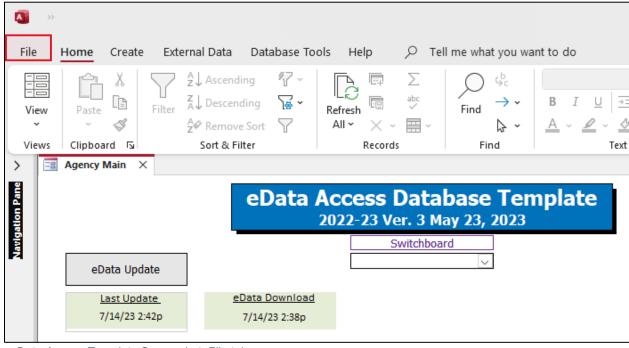
When you open the template, you may see a message that looks like this:



eData Access Template Screenshot: Security Risk message

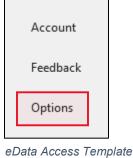
To resolve this issue, you will need to make the following change to your Access settings for the template file to function correctly:

- 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.



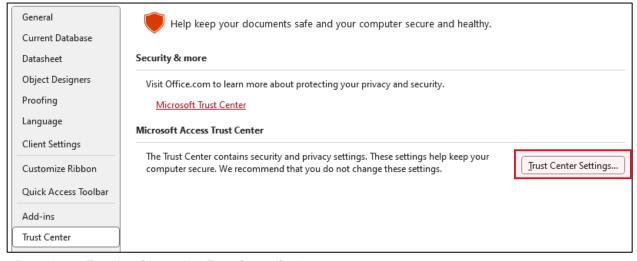
eData Access Template Screenshot: Options

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



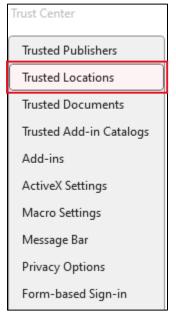
eData Access Template Screenshot: Trust Center

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



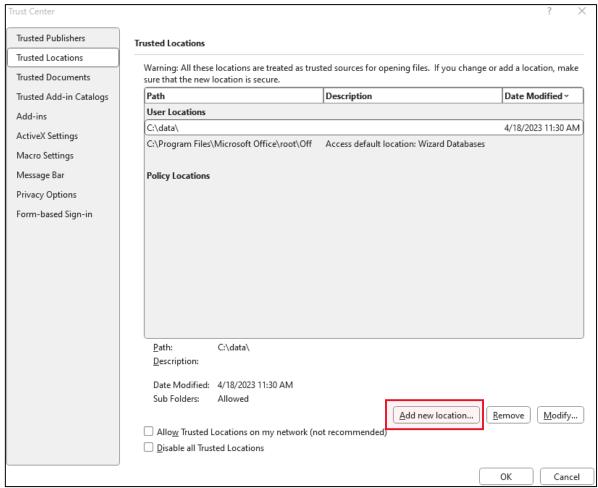
eData Access Template Screenshot: Trust Center Settings

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



eData Access Template Screenshot: Trust Center dropdown menu

eData Access Template Guide Last revised: 10-21-2025 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

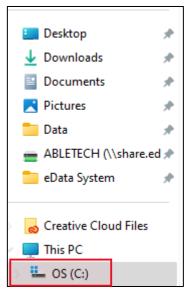
Update template with exported data

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.



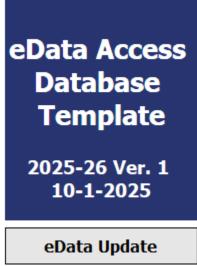
File Explorer Screenshot: Select C drive

- 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