



# **eData Access Database Template Guide**

A Guide to the Setup and Basic Functions of  
the eData Access Database Template

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# Introduction

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

Agency information is stored in eData. However, you cannot see how an agency is doing from eData. Thus, you have to export agency information from eData into the eData Access Database Template (Access template), which is a six-step process.

- A. Set up the Access template
- B. Download the most recent Access template
- C. Open Access template
- D. Change two settings in Access
- E. Export agency data from eData
- F. Import agency data into Access template

This guide is not 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.



This image indicates content for a new user; that is, someone new to the PA Department of Education, Division of Adult Education (Division); first-time grantee.

## A. Set up the Access template

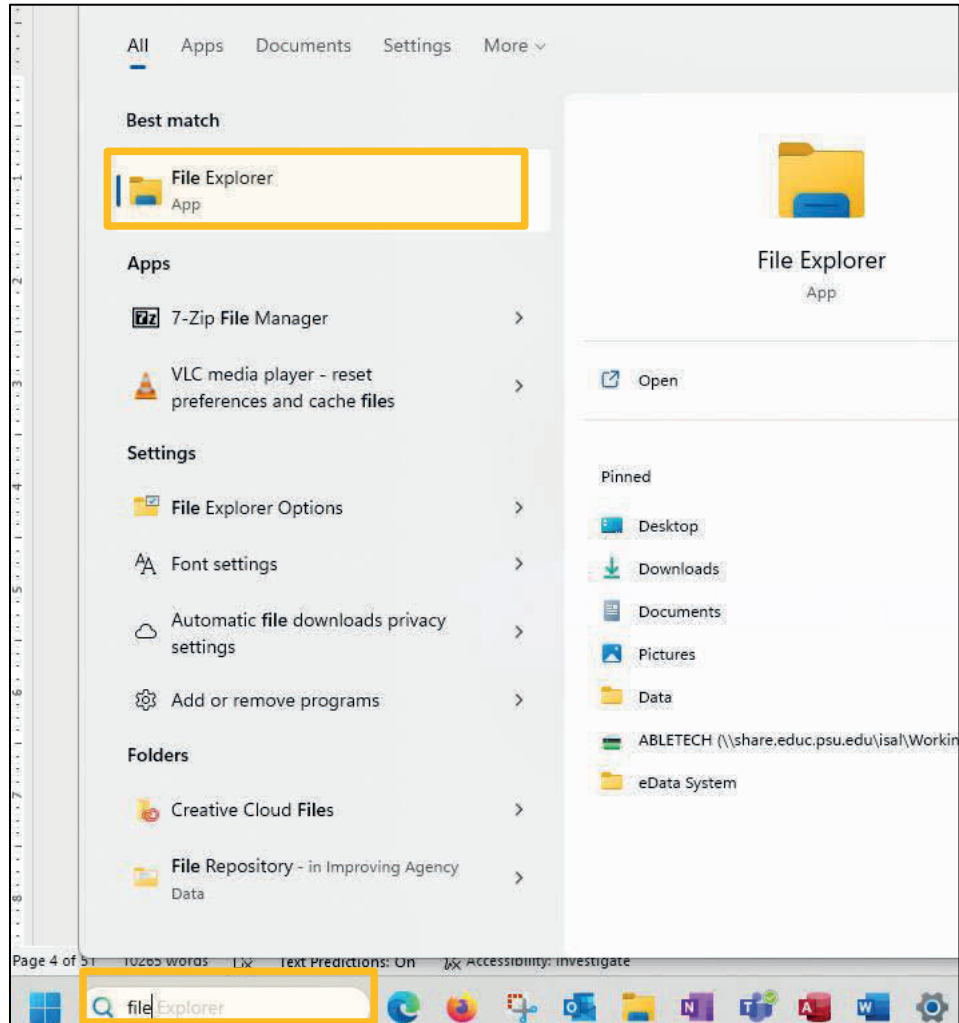
**Create a file folder, to be named 'data', on your hard drive (i.e., C: drive).**

Before you download agency data, you must create a file folder to house the Access template. This folder cannot be a subfolder as the eData Template is programmed to find agency data in the C:\data folder.

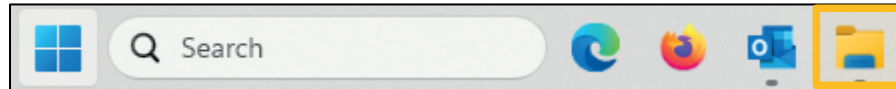
## eData Access Database Template Guide

Follow these steps:

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.

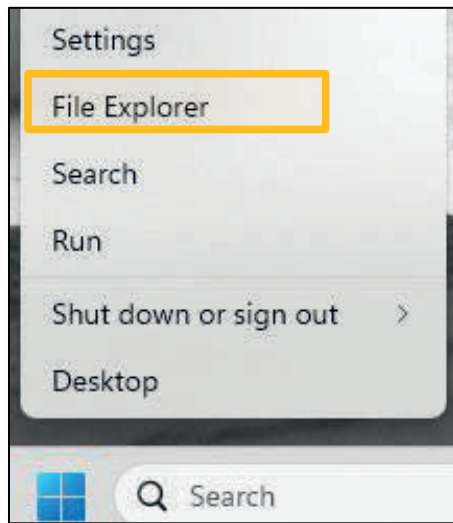


- b. In the taskbar, click on the File Explorer icon.

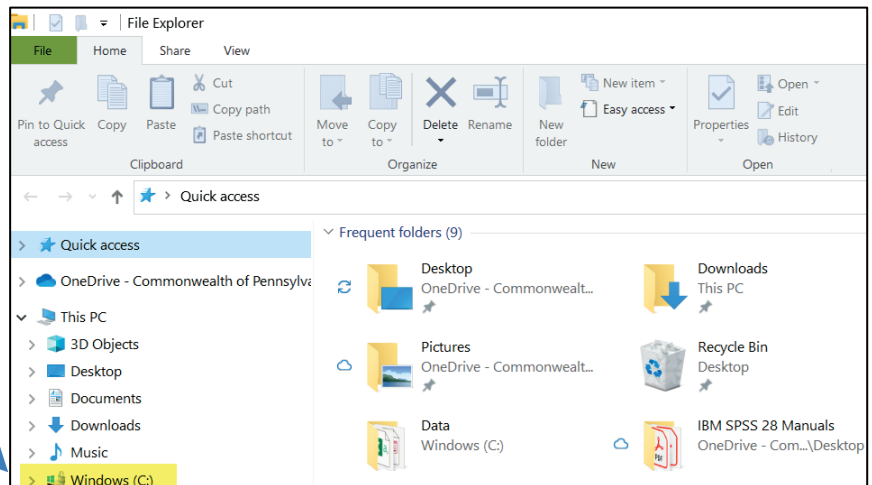
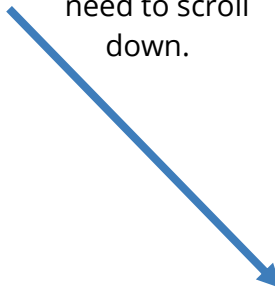


## eData Access Database Template Guide

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

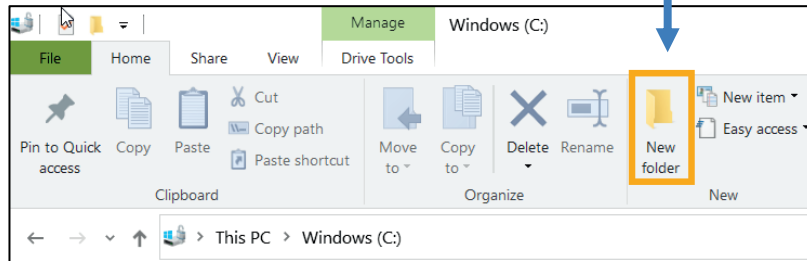


2. Locate and click the (C:) drive. You may need to scroll down.

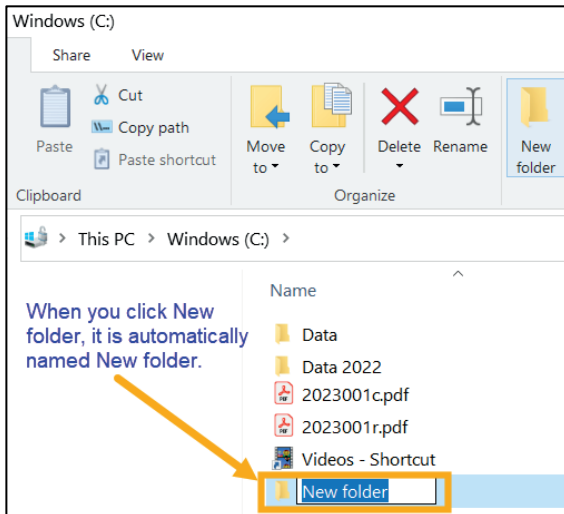


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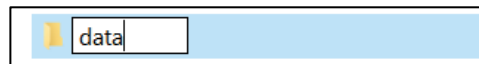
3. Click New folder.



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



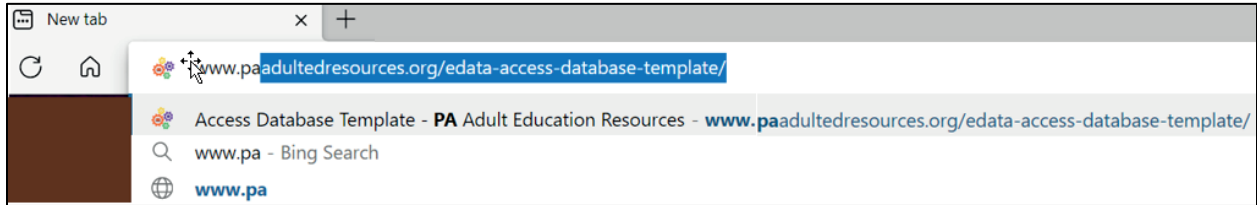
When you click New folder, it is automatically named New folder.



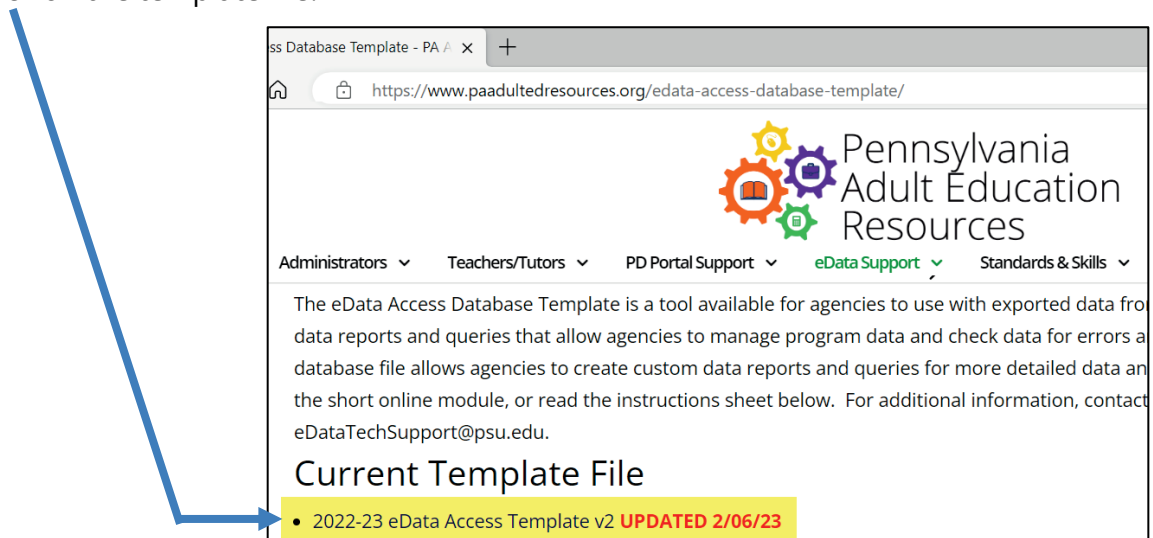
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## Step Two - Download the template.

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



3. Click on the template file.



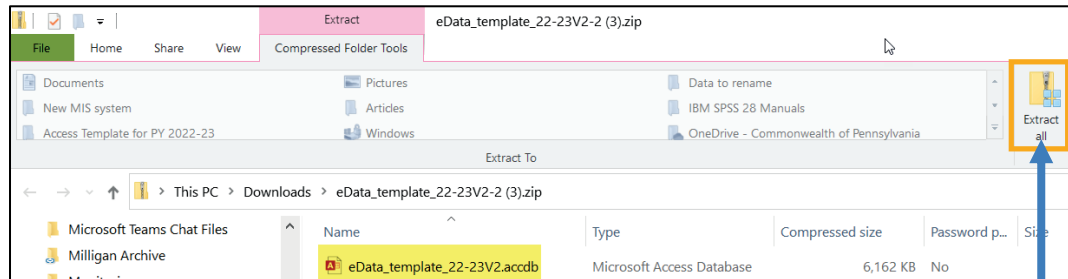
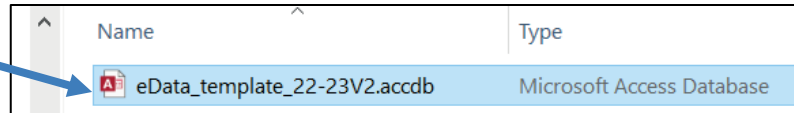
4. When you click on the template file, a zip file is automatically created and downloaded.



5. Click Open file.

## eData Access Database Template Guide

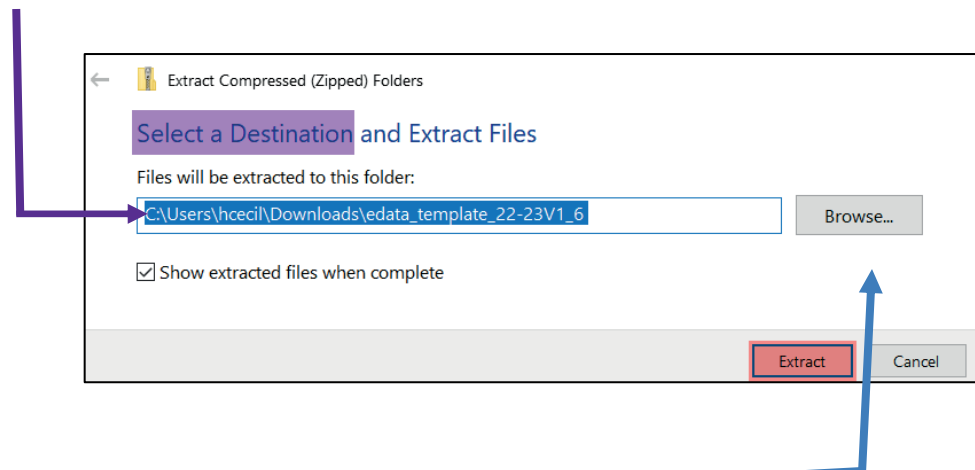
6. Select the template file.



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.

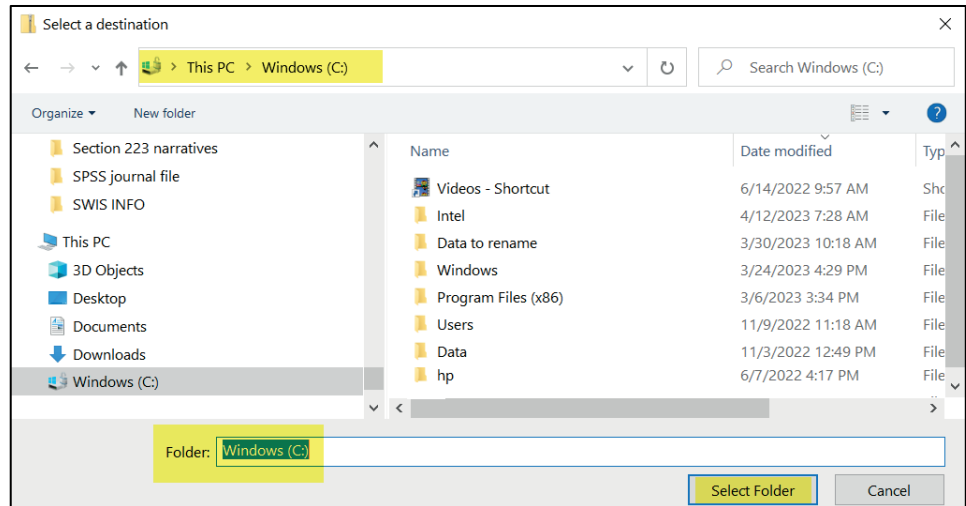


9. Click Browse to select file folder for the extracted files.

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

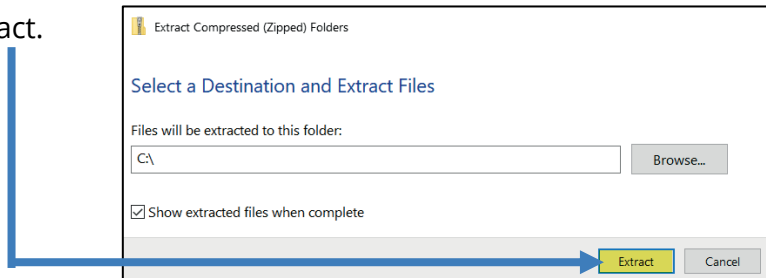


## eData Access Database Template Guide



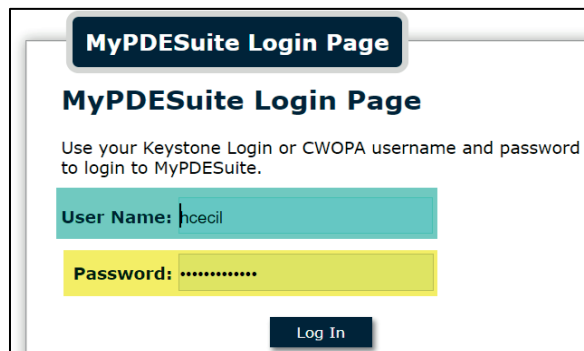
10. Click Select Folder.

11. Then click Extract.



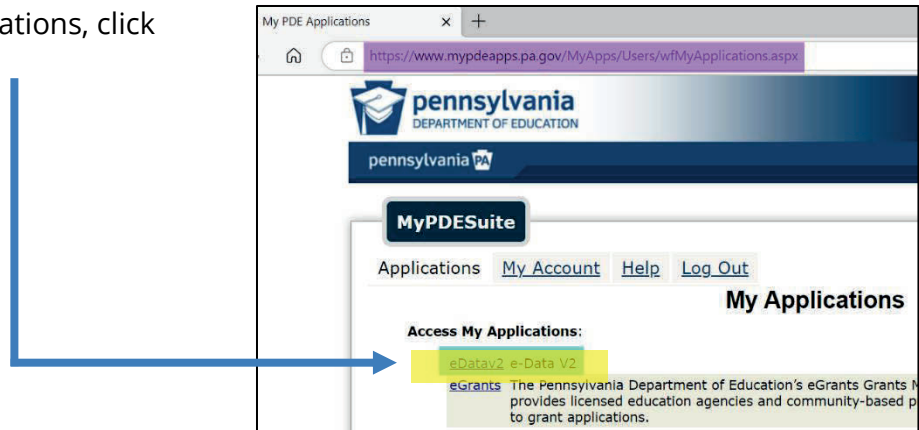
### Step Three - Export data from the eData website.

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

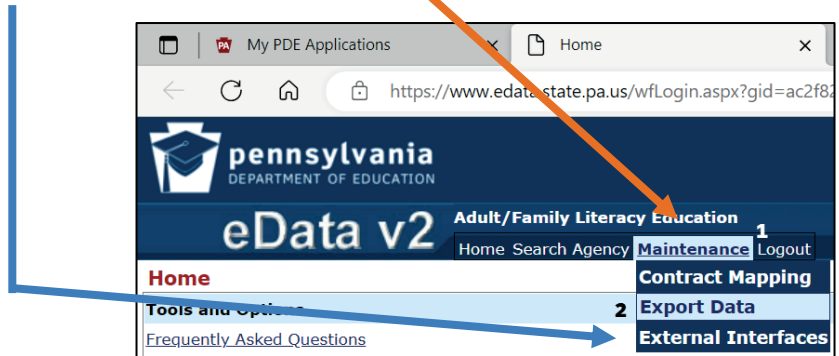


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Under Access My Applications, click eData V2.



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



## eData Access Database Template Guide

4. Make sure current Program Year (e.g., 2022-2023) is selected in the Program Year drop-down box.

**Export Data**

Agency Name: --ALL--

Program Year: 2023-2024

To select multiple agencies, select 1st agency. Then, hold down the Ctrl key on the keyboard; select another agency.

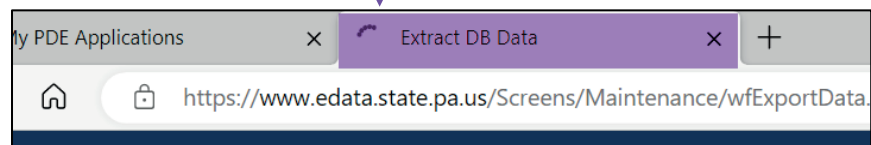
Allegheny IU 3  
Altoona Area SD  
ARIN IU 28  
Beyond Literacy  
Bradford Co Action Inc  
Butler County Community College

**Generate Export**

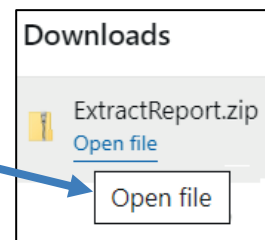
5. In terms of agency selection, you can select ALL, a single agency, or multiple agencies.

Once agencies are selected, click Generate Export.

**NOTE:** *It takes several minutes to generate the export, so don't panic. While the file is being generated, you will see a moving circle (see below).*



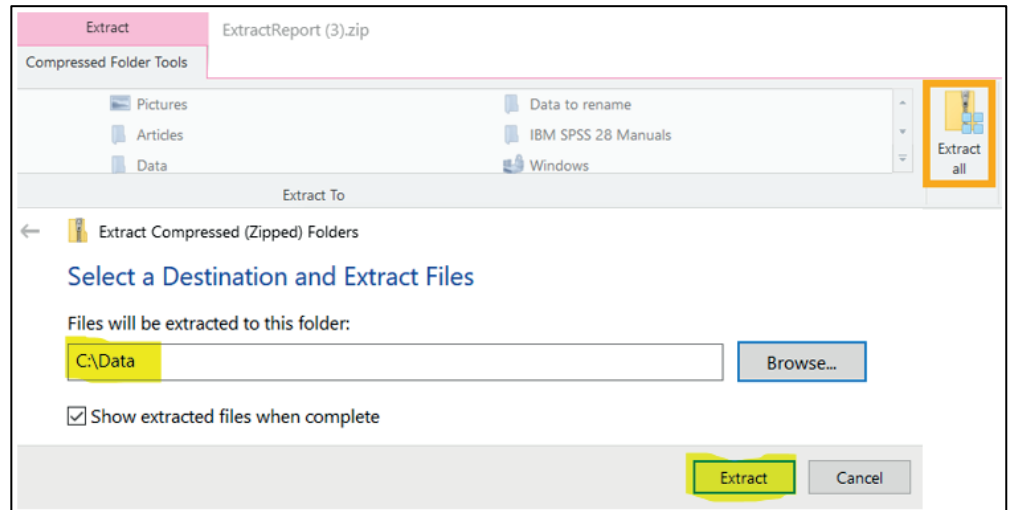
6. Once the report (i.e., ExtractReport.zip) has been generated, you will click Open file.



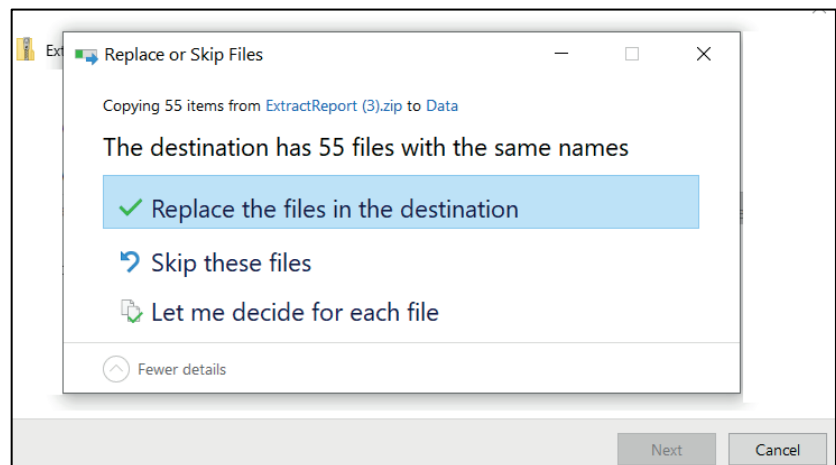
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7. You will repeat the steps to extract all of the files into the file folder, C:\data.

**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.



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.



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.

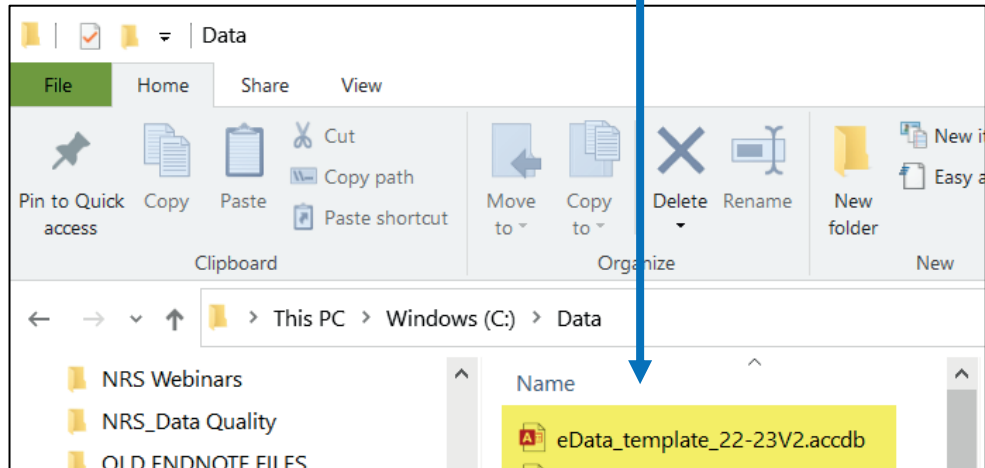
**NOTE:** eData exports must be extracted to the C:\data folder because this is where the Access template is programmed to find them.

## eData Access Database Template Guide

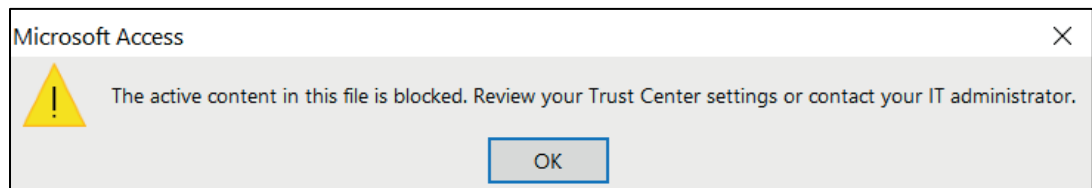
### Step 4 – Open the Access template using any of the methods below

Method A.

- 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.

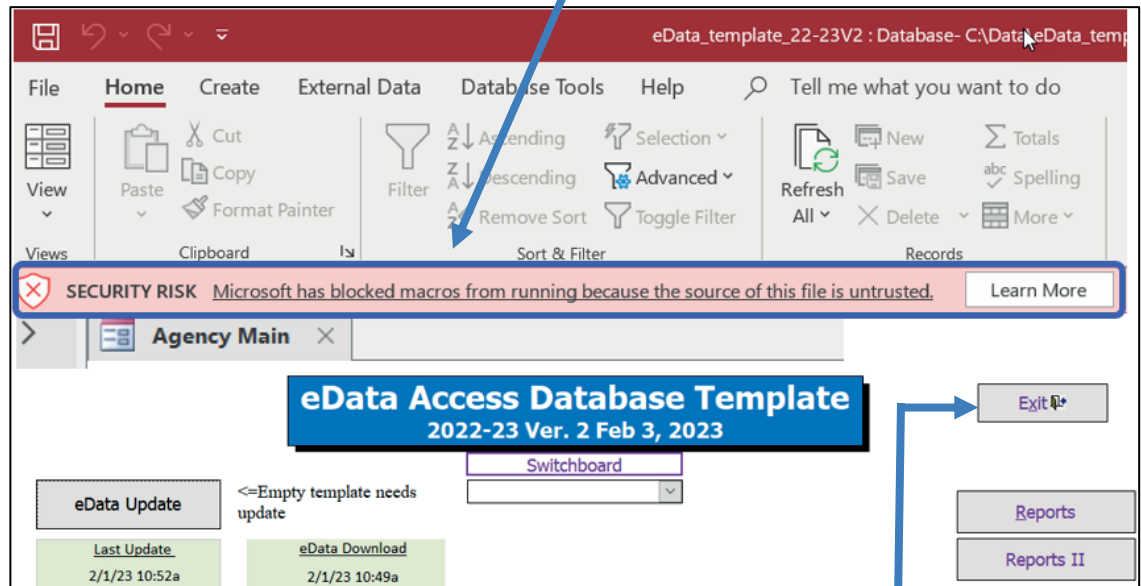


- 2) You will see the following error message in Access.
  - a. Click OK.



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3) The Access template file opens with a security risk message.



4) Click Exit to leave the Access Program.

Open Windows File Explorer and go to the folder where you saved the file.

Right-click the file and choose Properties from the context menu.

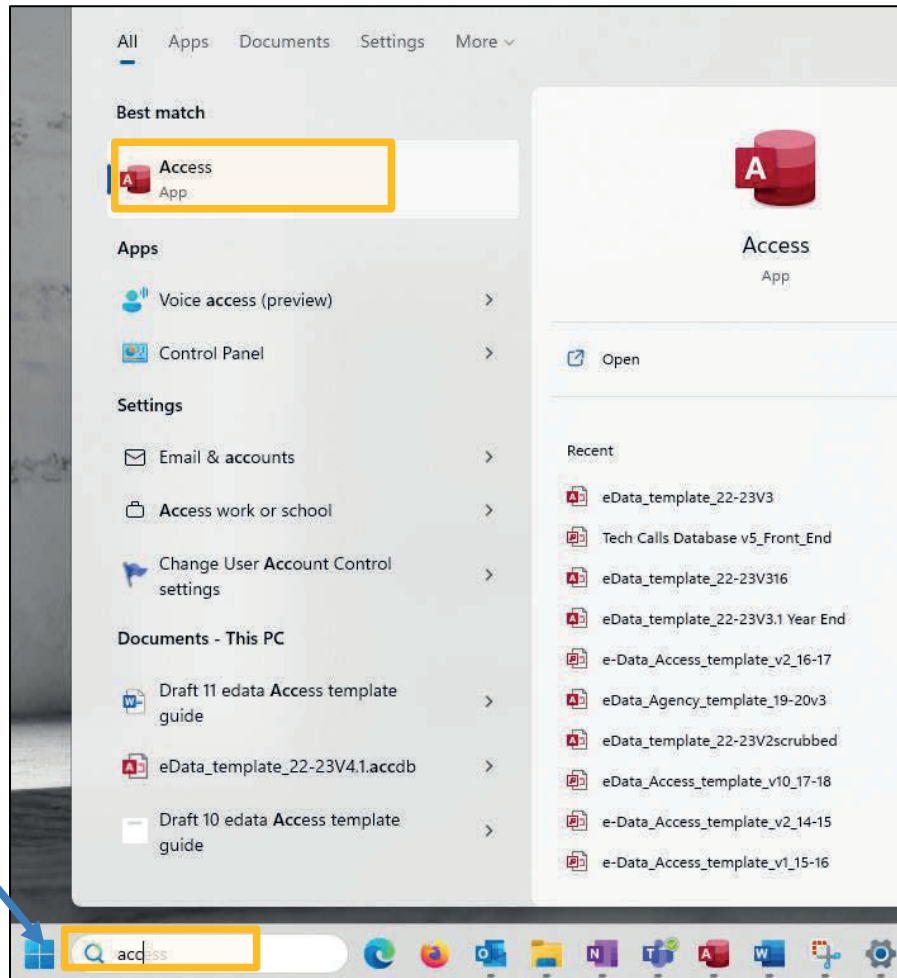
At the bottom of the General tab, select the Unblock checkbox and select OK.

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### 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.



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

### Method 3

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



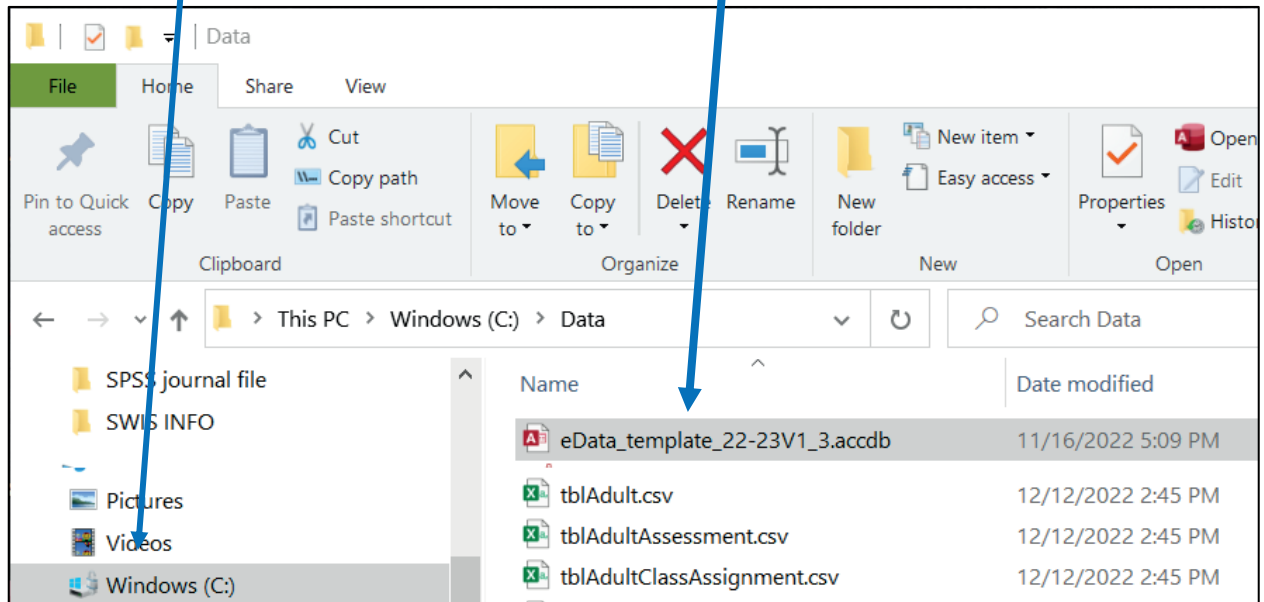
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### Step Four – Change default settings.

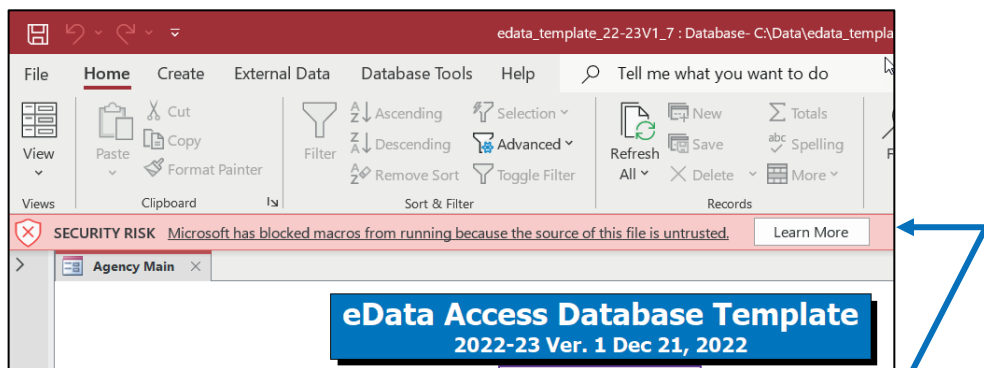
To prevent errors while updating the template with exported data from eData, users must turn off Action Query Prompts and adjust Security Settings in Microsoft Access. These changes only need to be made once per computer.

#### Change trust settings to allow all macros

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.



2. Access template file opened (see below).



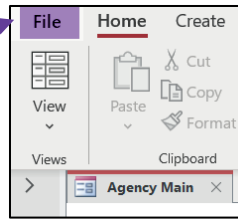
- a. When you open the updated template the first time, you will see an error message.



## eData Access Database Template Guide

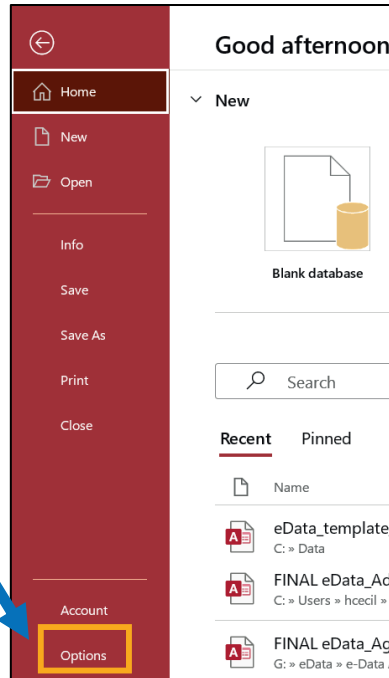
### Resolve error message

3. Click on File (top left).

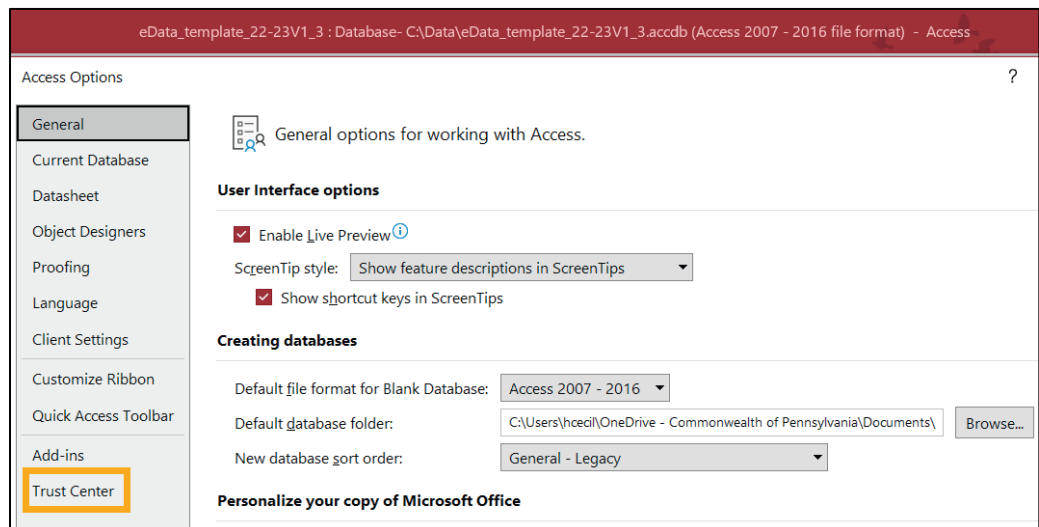


A potentially dangerous macro has been blocked.

4. Click Options.

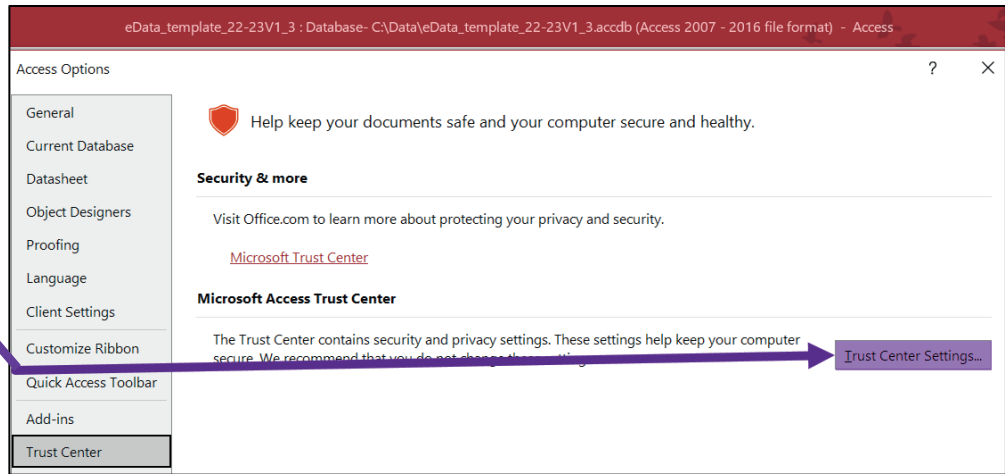


5. Click Trust Center.

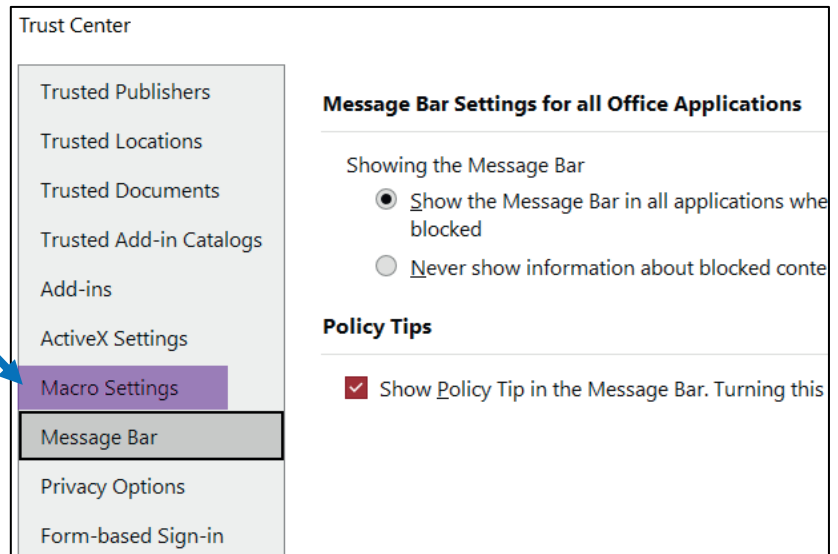


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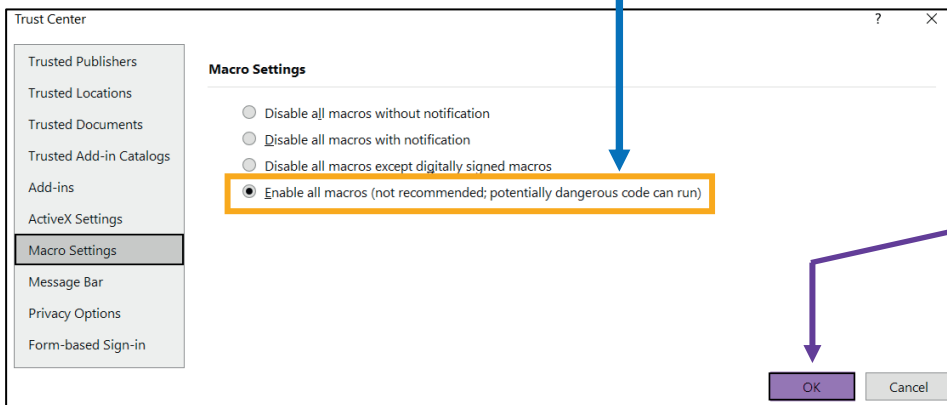
6. Click on Trust Center Settings.



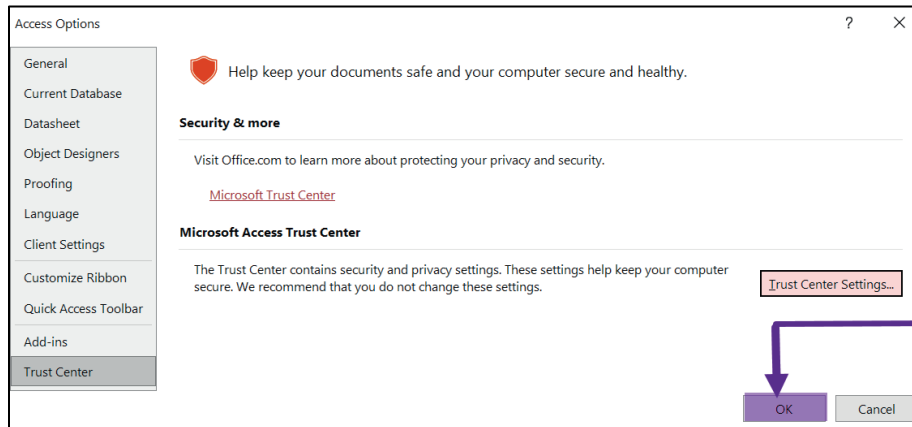
7. Click on Macro Settings.



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

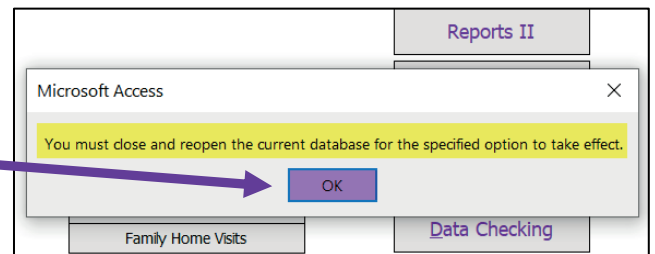


# eData Access Database Template Guide

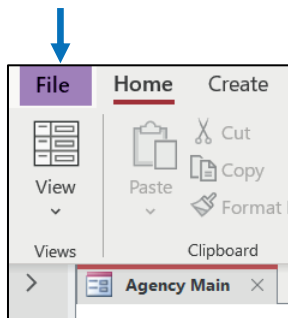


10. Click OK.

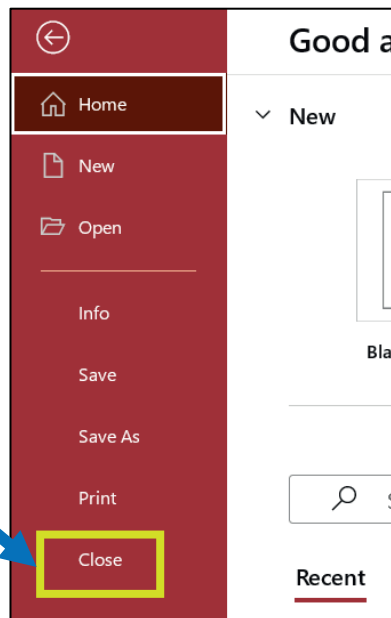
11. You will be returned to the Access template and will see a message. Click OK.



12. Click File.

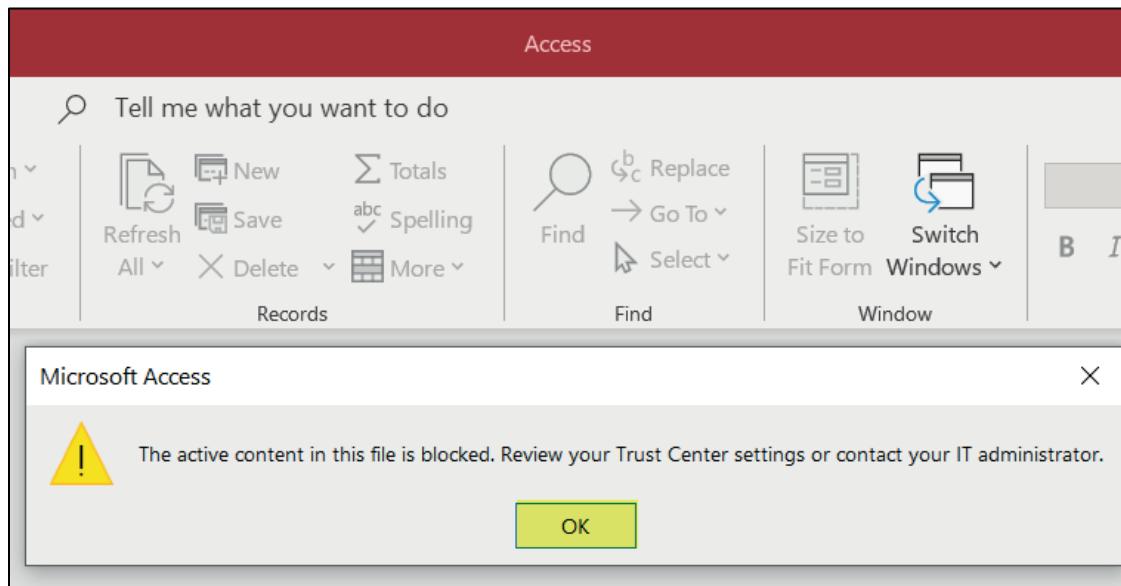
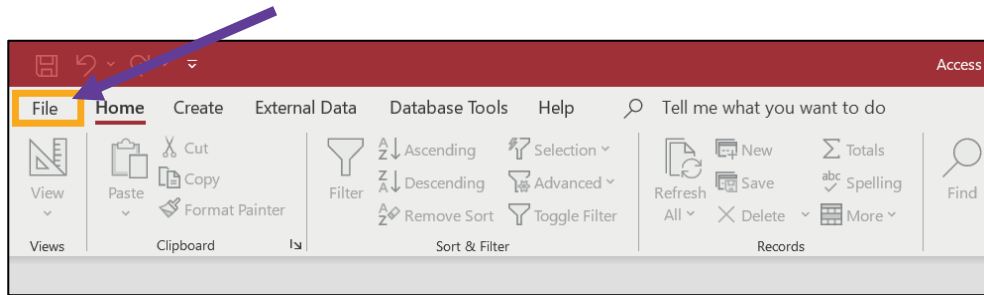


13. Click on Close.



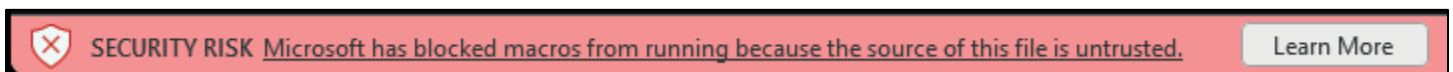
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14. You will see the screen below. Click on File.



### Additional Security Settings (as of April 2023)

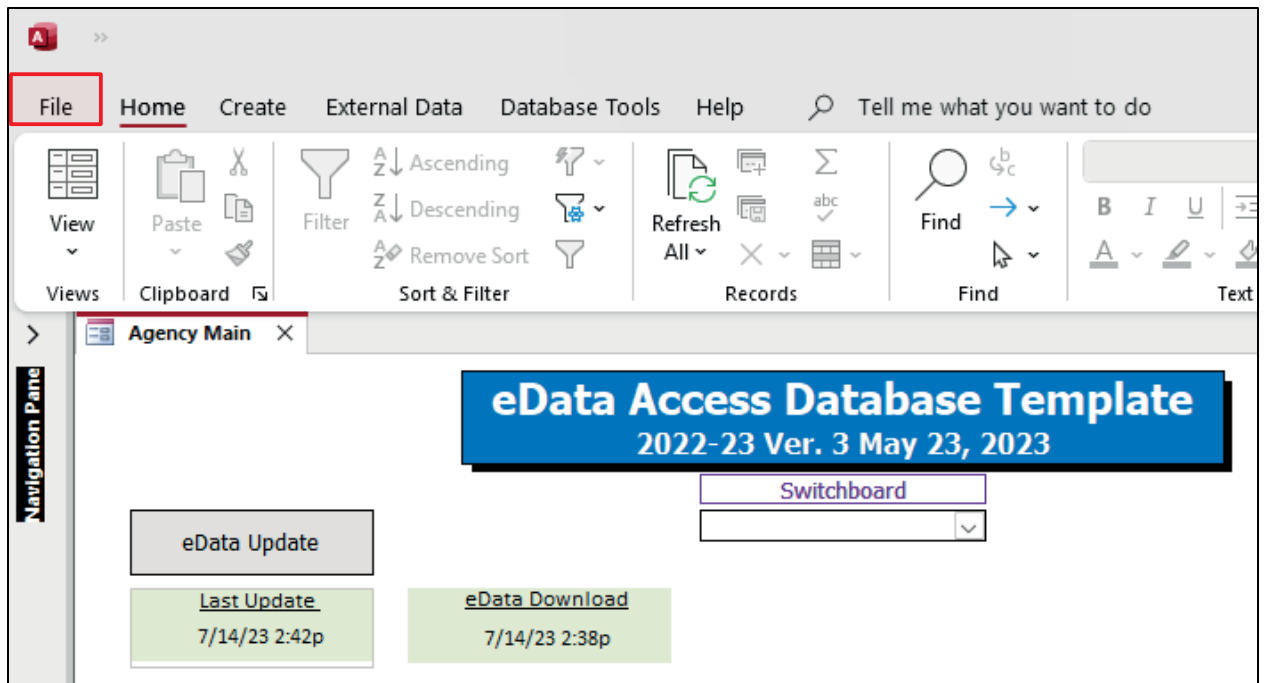
When you open the template, you may see a message that looks like this:



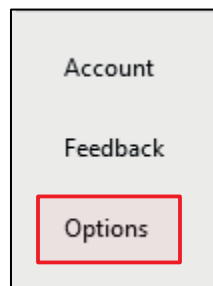
To resolve this issue, you will need to make the following change to your Access settings for the template file to function correctly:

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

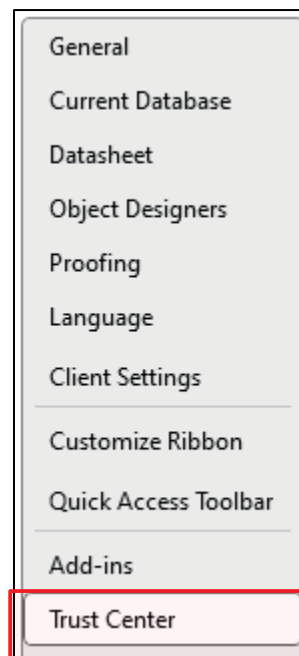
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3. Click Options at the bottom left of the window.

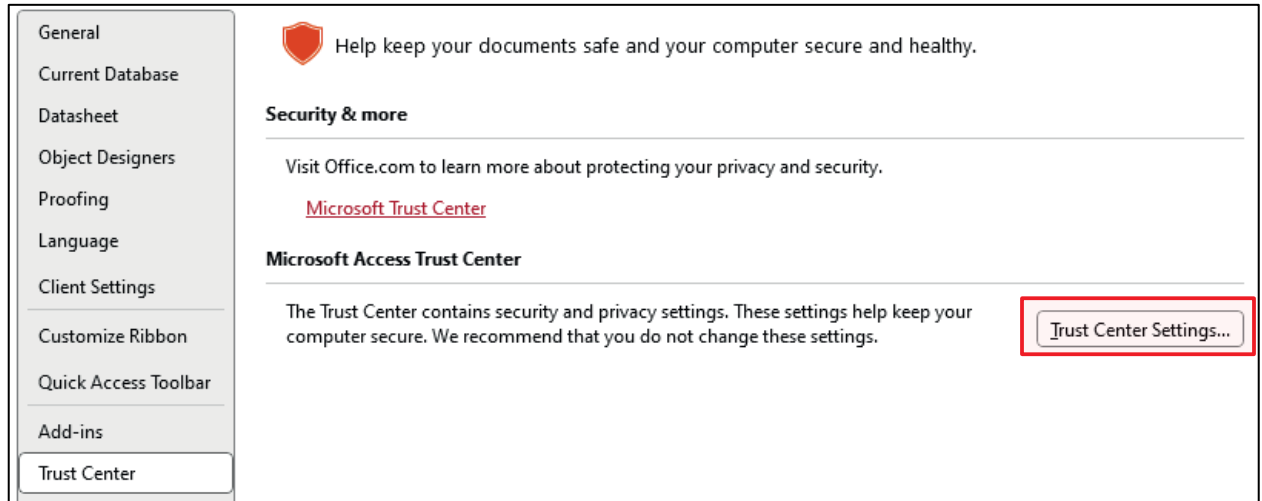


4. Click Trust Center in the menu on the left.

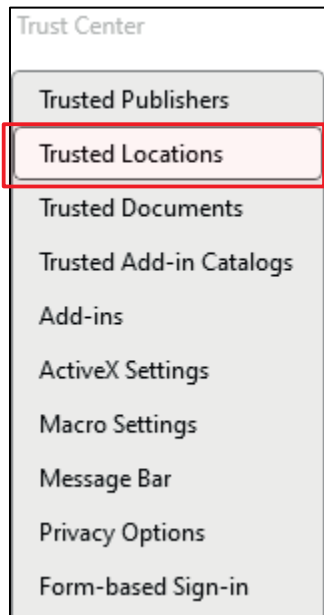


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5. Click the Trust Center Settings... button on the right.

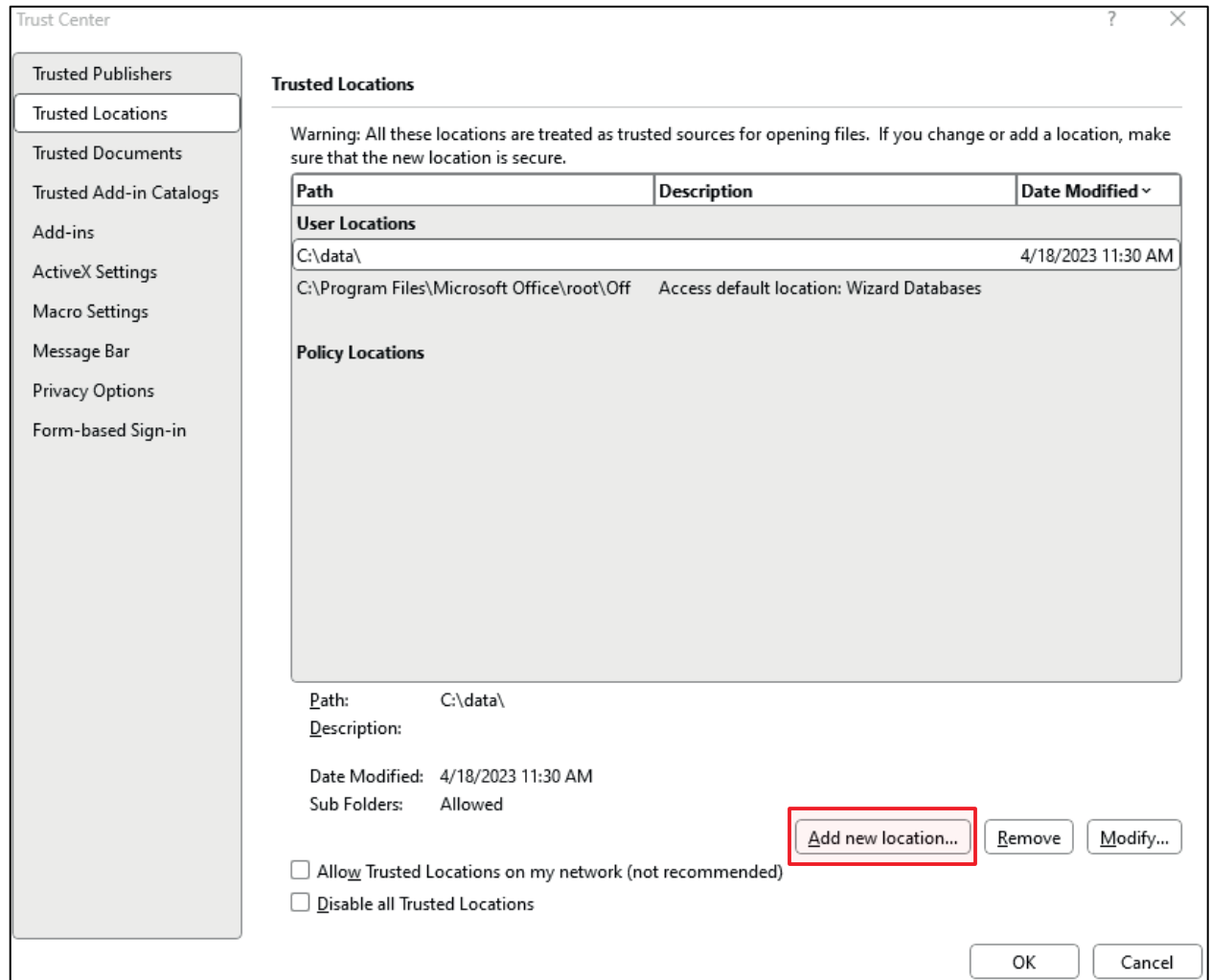


6. Click Trusted Locations in the menu on the left.



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- Click the Add New Location... button at the bottom.



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

### Step Five - Update template with exported data

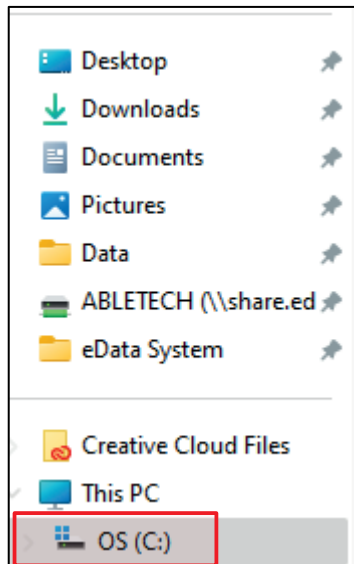
These steps need to be repeated after every eData download.

- On the desktop, in the Start menu, or in the taskbar, click File Explorer:

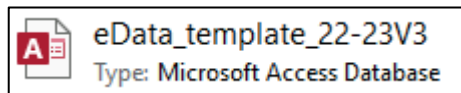


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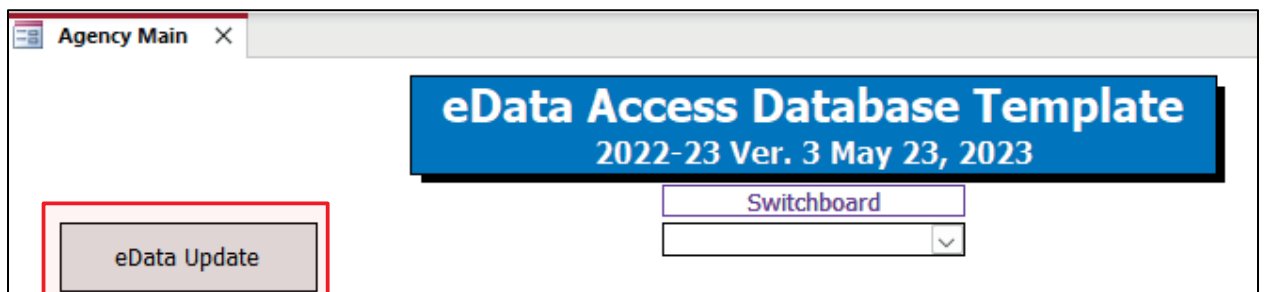
2. On the My Computer (Computer) window, double-click the (C:) drive.



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.



5. When the main page of the template is visible, click the “eData Update” button near the upper 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.





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### Next Steps

Update the Access template with a new export whenever you want the template to reflect the most up-to-date information. If new data has been entered into eData since the last export was run, it will not be included in the Access template. To update the template, run steps 3 - Export and 5 - Update.

### Helpful Hints

If multiple users at one agency are interested in using the same Access database template, it is possible for one person to download and update the template and then save it in a shared location on a network drive. This allows anyone with permission to see the same Access template and could eliminate the need for everyone to individually export and update data from the eData system.

**NOTE:** If this scenario is used by an agency, ALL of the computers used to connect to the shared drive must have MS Access installed and must have completed Step 4 - Settings above to update their settings.

# eData Access Database Template Guide

## What's Inside

The following section describes the pages in the eData Access Database Template and includes a list of queries and reports found on each page. Each query and report title includes a description of the data it displays.

## Template Main Interface

Upon opening the database template, the main page appears as shown below.

**eData Access Database Template**  
2022-23 Ver. 3 May 23, 2023

Exit

Switchboard

eData Update

Last Update: 6/12/23 8:44a

eData Download: 6/12/23 8:37a

**Adult Information**

Adults	20,206
PA Secure ID Near Matches	
Adults - Multiple PoPs	
Adult Core Outcomes	
Adult Secondary Outcomes	
Adult Specific Goals	
Agency Specific Goals	
Measurable Skill Gain	
Postsec Credential Attain	
Adult Non-Ed Services	
Distance Learners	
Adult Assessments	
Shared Adult Hours	

**Class/Group/Pair Information**

Class
Class Adult Attendance
Class Staff Attendance
Class Assignments
Group
Group Adult Attendance
Group Staff Attendance
Group Assignments
Pair
Pair Attendance

**Family Lit Information**

Family
Child
Family Home Visits
Early Childhood Hours
ILA Hours
Parenting Hours
Child Assessments
Family Assessments
Adult Family Assignments

**Staff Information**

Staff
Staff Non-Instructional Hours
Staff Class Assignments
Staff Group Assignments

**Contract Information**

Agency
Contract Number
Non-ABLE Contracts
Contracted Enrollment

**New Query**

Create New Query

Reports

Reports II

Performance Reports

NRS Reports

Data Checking

Data Validation

Scrub

Email Tech Support

Help Documents

eData Tech Support:  
877-857-8869

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).

For example, clicking the Adult button will return a query with all adults entered including 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 where it is possible to use filters and sorting options to further help analyze the data.

This screen also includes navigational buttons on the right, labeled with purple text: Reports, Reports II, Performance Reports, NRS Reports, Data Checking, Data Validation, and

## eData Access Database Template Guide

Scrub. Clicking on these buttons will open another page where additional queries and reports are available. Another way to navigate in the template is to use the Switchboard drop-down menu located in the top middle of each page. This Switchboard contains a list of all pages in the template. Once on a page, clicking on the underlined report title will produce an explanation of that report or query. Below is a list of the items that appear on each page.

### Reports

This page includes buttons on the right that open additional reports pages, such as Class/Group Reporting, Family Reporting, and Data Validation Reports.

NOTE: A brief description and possible uses for each report can be viewed by clicking on the name of the report.

## Reports

**Enrollment Reports**

Contracted Enrollment

[Enrollment Summary \(update contracted enrollment first\)](#)

[Adult Instructional Hours By Contract Type](#)

[Total Hours by Adult w/ Ed Gain \("Jim Yeager Report"\)](#)

Select Agency:

[Enrollment Summary by Agency](#)

[Adult Core Outcomes by Agency](#)

Select Contract Number:

[Enrollment Summary by Contract](#)

[Adult Core Outcomes by Contract](#)

Select Contract/Agency:

[Enrollment Summary by Contract/Agency](#)

[Adult Core Outcomes by Contract/Agency](#)

**Instructional Hours/Attendance**

[Instructional Hrs By Contract Component and By Agency By Month](#)

[Attendance > 14 days](#) eData open:

Select Served/Enrolled:

[Adult Count by Selection in Classes](#)

For the report below, select contract(s) from list or leave blank for all contracts listed.

- 054-23-0001 Allegheny IU 3
- 054-23-0002 Beyond Literacy
- 054-23-0003 Huntingdon Co Child & Adult Dev Corp
- 054-23-0004 Lancaster-Lebanon IU 13
- 054-23-0005 Literacy Pittsburgh
- 054-23-0006 Schuylkill IU 29

[Inst Hrs By Contract for Adults \(select Hours Range\)](#)

**Adult Data**

Select agency and then name from lists below.

Select Agency:

For Adult:

[Adult Data Report](#)

**PA Secure ID Near Matches**

[PAsureID Near Matches](#)

**Adult Assignments**

[Adults Served in Multiple Contracts](#)

**Pair Performance**

[Performance by Tutor \(Pair Hours Only\)](#) NEW!

**Special Needs Adults**

[Special Needs Adults](#)

[Agency Specific Goals - Special Needs Adults](#)

[Adult Specific Goals - Special Needs Adults](#)

**Outcomes**

[Follow Up Core Outcomes](#)

[Adult Secondary Outcomes](#)

[EL/Civics Secondary Outcomes](#)

**Assessments**

[Adult Level Gain by Assessment Type](#)

[Adult Assessments Instructional Hours](#)

[Assessments by Student Agency Wide](#)

[Assessments by Class/Group/Pair Agency Wide](#)

[Most Recent Assessment Date](#)

[EFL Gain in Untracked Subject](#)

[Scale Score Increase Within Level](#)

Family Literacy Reports

Class/Group Reports

Data Validation Reports

Corrections Ed Reports

Reports II

Performance Reports

NRS Reports

### Enrollment Reports

- *Enrollment Summary* – Enrollment, average instructional hours for enrolled adults, and the number of adults with an exit level identified. There are multiple versions of the Enrollment Summary report on this page and are listed below.
- *Adult Instructional Hours by Contract Type* – Total hours earned by adults in specific contracts. Each contract will appear as a column header with a total number of hours per adult and can be filtered by keyword.

## eData Access Database Template Guide

- *Total Hours by Adult w/Ed Gain* – Total hours earned by adults, including Distance Learning hours, compared to entry/exit level and educational gain.
- *Enrollment Summary by Agency* – This report includes data for the agency selected. Agencies with subcontractors can use this report to review the enrollment details for their agency or any subcontractor individually. If your agency does not have subcontractors, this report will be the same as the Enrollment Summary report.
- *Adult Core Outcomes by Agency* – Outcomes specific to the agency selected. Agencies with subcontractors can use this report to review the outcomes specific to each agency. There is also a Raw Data button that lists the students and their goals.
- *Enrollment Summary by Contract* – Counts hours earned in the contract number selected. Agencies with subcontractors can use this report to review the overall enrollment details for their agency and subcontractors combined.
- *Adult Core Outcomes by Contract* – Outcomes specific to the contract selected. This report includes all adults assigned to the contract, with all subcontractors included. There is also a Raw Data button that lists the students and their goals.
- *Enrollment Summary by Contract/Agency* – This report includes all data for the contract/agency combination selected. Agencies with subcontractors can use this report to review the enrollment details for their agency and/or subcontractors individually by the contract they hold.
- *Adult Core Outcomes by Contract/Agency* – This report includes all adults assigned to the contract for the agency selected. Agencies with subcontractors can use this report to review the outcomes specific to the contract/agency selected. There is also a Raw Data button that lists the students and their goals.

## Instructional Hours/Attendance

- *Instructional Hours by Contract Component and By Agency By Month* – Adults and the total number of instructional hours obtained by each under the specific contract number and further broken down by contract component.
- *Attendance > 14 Days (with eData Open Date)* – The number of attendance records that were entered into eData more than 14 days after the attendance hours occurred. The date entered into the eData open date field tells the query to ignore all records before that date.
- *Adult Count by Selection in Classes* – This query has two dropdown selections directly above it, and both are required. Select Served or Enrolled from the one field and Program Component or Service Description from the other field. There are three tabs that offer different levels of details based on these selections; a count of adults in classes in each of the Program Components including ABE and ASE (Community and Institutional), ASE/Civics, Family Literacy and N-Contracts. This includes a count of adults in each of the Service Descriptions for ABE, ASE, and ESL (Combination, Federal and State). Note that adults will be counted more than once if they are in more than one program component or service. The Raw Data button displays four queries showing classes, groups, pairs, and combined (UNION). The combined query shows the adults that are in more than one program component or service.
- *Inst Hrs by Contract for Adults (select Hours Range)* – This report uses the selection from

## eData Access Database Template Guide

the list directly above it and prompts for the minimum and the maximum number of instructional hours to run the report. The default minimum is 12 and maximum is 1000. Adults, and the number of instructional hours obtained by each, under the specific contract number(s) selected. The total number of instructional hours for all adults by contract is at the end of each section of the report. There is also a Raw Data button showing the same data in a query format.

### Adult Data

- *Adult Data Report* – After you select an agency and then an adult from the drop-downs, this report shows contact information, assessments, hours, and goals for selected adult. If no adult is selected, then the report will generate a page for every adult in the selected agency. Caution: this can take a long time depending on how many adults are at the agency.

### PA Secure ID Near Matches

- *PA Secure ID Near Matches* – Adults with a near matched, or 'Locked', record. To resolve this issue, contact eData Tech Support.

### Adult Assignments

- *Adults Served in Multiple Contracts* – Adults assigned to more than one contract number in eData. The report groups adults into three categories:
  - Enrolled in more than one contract.
  - Enrolled in one contract, served in another.
  - Served in more than one contract.

Each adult is listed with a total number of hours for each contract type, overall total hours, and entry/exit level.

### Pair Performance

- *Performance by Tutor (Pair Hours Only)* – Shows performance details by tutor including Number of Adults Served, Number of Enrolled Adults (12 hrs. + Entry Level), Average Number of Hours, Number of Adults Post Tested, and Gain Percentage for Enrolled Adults they have tutored.

### Special Needs Adults

- *Special Needs Adults* – Demographic information for the adults marked as Special Needs and the number of instructional hours obtained by each adult.
- *Agency-Specific Goals – Special Needs Adults* – Adults marked as special needs who have Agency-Specific Goals set.
- *Adult-Specific Goals – Special Needs Adults* – Adults marked as Special Needs who have Adult-Specific Goals set.

### Outcomes

- *Follow-Up Core Outcomes* – Outcomes for adults showing the outcome, set date, met date, valid SSN, entry level and exit date, and totals.

## eData Access Database Template Guide

**NOTE:** This list is not an official list of adults who have achieved Core Outcomes because all outcomes achieved are calculated by the end-of-year data match process.

- *Adult Secondary Outcomes* – Secondary goals set for adults showing the goal, keyword, DOB, set date, met date, exit date, and totals.
- *EL/Civics Secondary Outcomes* – EL/Civics goals set for adults who are assigned to an EL/Civics contract (061). The report is grouped first by goal, then by agency, with the goal sections showing enrolled and not enrolled. Enrollment is calculated using only EL/Civics (061) instructional hours. At the bottom of each section, the total number of adults who have set and met the goal is listed and includes a percentage calculation for the adults who have been marked as having met the goal.

### Assessments

- *Adult Level Gain by Assessment Type* – Level gains for assessment records for adults. In most situations where an adult is assessed in multiple subject areas, only one subject area assessment is used for reporting to the NRS. This query allows agencies to review level gain for all assessment types, regardless of which area is tracked for NRS reporting purposes.
- *Adult Assessment Instructional Hours* – Assessment dates and instructional hours between each administration of the assessments.
- *Assessments by Student Agency Wide* – Assessment records for each adult. It is sorted by agency and then student and shows all the class, group, or pair 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. There is also a Raw Data button showing the same data in a query format.
- *Assessments by Class/Group/Pair Agency Wide* – Assessment records for all adults based on assignment (Class, Group or Pair). The report is grouped by class, group or pair and lists all adults assigned to the 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. There is also a Raw Data button showing the same data in a query format.
- *Most Recent Assessment Date* - This query shows the student's most recent assessment date (in the "Assessment Date" field). If multiple assessment subtests were administered on the most recent date, only detailed information about one of the subtests is displayed.
- *EFL Gain in subtest not marked as NRS exit assessment* - This query shows EFL gains in assessment subtest(s) not marked as NRS exit assessments in the eData export.
- *Scale Score Increase Within Level* - This query shows students that have a scale score increase but stayed within the same level of test.

## Family Literacy Reports

This page allows users to run reports and queries about Family Literacy contracts. Select the desired agency and contract from the Select Contract Number drop-down and then run the desired reports.

Family Literacy Reports

Close

Switchboard  
▼

A brief description and possible uses for each report can be viewed by clicking on the name of the report. Reports required for End of Year Data Validation, as defined in Division of Adult Ed policy C.130, appear in BOLD text below.

Select Contract Number: Allegheny IU 3 054-23-0001

Summary Reports

- [Family Details \(Hours\)](#) Raw Data
- [Details of Enrolled Families](#)
- [Family Enrollment Checklist](#)
- [ILA Hours Avg](#)
- [Parenting Hours Avg](#)

Assessments

- [Family Assessment - ACIRI](#)
- [Family Assessments - ACIRI Summary](#)
- [School Age Children Report](#)

Goals/Outcomes

- [Family Goals](#) Raw Data
- [Adult Follow Up Core Outcomes](#) Raw Data
- [Adult Secondary Outcomes - Family Lit Adults](#) Raw Data
- [Data Validation - Core Outcomes Count](#)

NRS Reports by Contract (054)

Select Contract Number: 054-23-0001 ▼

- [NRS Table 1 \(entry level, ethnicity, gender\)](#)
- [NRS Table 2 \(age, ethnicity, gender\)](#)
- [NRS Table 3 \(program type, age\)](#)
- [NRS Table 4 - FL by Contract](#) Raw Data
- [NRS Table 4B - FL by Contract](#) Raw Data

Comprehensive Report

Select Family: ▼

- [Comprehensive Family Report](#)

Hours By Month

- [Hours By Month ILA](#)
- [Hours By Month Parenting](#)
- [Hours By Month Early Childhood](#)
- [Number of Home Visits By Month](#)

NRS Reports by Agency (054)

Select Agency: Allegheny IU 3 ▼

- [NRS Table 4 - FL by Agency](#) Raw Data
- [NRS Table 4B - FL by Agency](#) Raw Data

### Summary Reports

- *Family Details (Hours)* – Adult instructional hours, parenting hours, ILA hours, Early Childhood Hours (ECH), and the number of home visits. The Raw Data button provides the details behind this report in a query format.
- *Details of Enrolled Families* – Summary report with several state standards related to enrolled families: family enrollment, child assessments, and interactive literacy assessments (ACIRI).
- *Family Enrollment Checklist* - Family enrollment checklist which displays components each family has or has not completed.
- *ILA Hours Avg* – Two tabs open showing average ILA hours and adult ILA hour totals.

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- *Parenting Hours Avg* – Two tabs are opened showing average parenting hours and adult parenting hour totals.

### Assessments

- *Family Assessments – ACIRI* – ACIRI assessment results by family name. If a family includes multiple adults and/or children, all associated ACIRI assessments will appear. Both mean and individual scores are reported.
- *Family Assessments – ACIRI Summary* – A summary of the results of ACIRI assessments by family.
- *School-Age Child Report* – Information related to school-aged children in enrolled families.

### Goals/Outcomes

- *Family Goals* – Goals, set dates and met dates of all families served, grouped by family code, and all associated adults in that specific family are listed including children. The Raw Data button shows adult detail in a query format.
- *Adult Follow-Up Core Outcomes* – Core outcomes for families. The set date, met date, valid SSN, entry level, Family Lit enrollment, and exit date are also displayed, including totals and the number who have met the outcome. The Raw Data button shows adult detail in a query format.
- *Adult Secondary Outcomes – Family Lit Adults* – Secondary goals set for adults who are in a Family Literacy program, grouped by the goal. The set date, met date, and exit date are also displayed, along with the total number of adults who have set the goal and those who have met the goal. The Raw Data button shows adult detail in a query format.
- *Data Validation – Core Outcomes Count* – Counts of core outcomes for adults in enrolled families. This report can be used for end-of-year data validation, as described in Division of Adult Ed Policy C.130 Verifying and Reporting Data. If your agency subcontracts with one or more agencies, data for all subcontractors is also included in this report. Any adult shared between contractor and subcontractor(s) is only counted once on this report.

### NRS Reports by Contract (054)

- *NRS Table 1* – Adults in enrolled families by entry level, ethnicity, and gender.
- *NRS Table 2* – Adults in enrolled families by age group, ethnicity, and gender.
- *NRS Table 3* – Adults in enrolled families by program type and age group.
- *NRS Table 4* – Level Gain performance for adults in enrolled families served in Family Literacy programs including data for subcontracted agencies. In addition, the Raw Data button shows the data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items. The Raw Data button shows adult detail in a query format.
- *NRS Table 4B* – Level Gain performance for adults in enrolled families served in Family Literacy programs including data for subcontracted agencies. This report



## eData Access Database Template Guide

includes only adults with an entry and exit level. In addition, the Raw Data button shows the data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items. The Raw Data button shows adult detail in a query format.

### Comprehensive Report

- *Comprehensive Family Report* – A detailed report of the family selected from a drop-down list prior to running the report. The report shows the general family information including the family goals and the details for each adult and child with their assessments.

### Hours by Month

- *Hours by Month ILA* – Adults, children, and ILA hours obtained per month.
- *Hours by Month Parenting* – Adults and their parenting hours, by month.
- *Hours by Month Early Childhood* – Children and their early childhood hours, by month.
- *Number of Home Visits by Month* – Families and the number of home visits completed, by month. The number of months served is also displayed.

### NRS Reports by Agency (054)

- *NRS Table 4 & 4B reports by Agency*. This can be useful where a direct contractor subcontracts with another agency for their Family Literacy (054) contract because the subcontractor can be run separately from the direct contractor and vice versa. The Raw Data button shows adult detail in a query format.

## Class/Group Reports

This page allows users to produce reports specific to classes and groups in the eData system.

**Reports By Class or Group**

Close

Switchboard

NOTE: A brief description and possible uses for each report can be viewed by clicking on the name of the report.

**Class Reports**

- [Performance by Class \(Class Hours Only\)](#)
- [Educational Gain by Class \(Class Hours Only\)](#) If an adult attends more than one class, they will be counted for each class.
- [Hours By Class](#)
- [Instructors By Class](#) NEW!

**Group Reports**

- [Performance by Group \(Group Hours Only\)](#)
- [Educational Gain by Group \(Group Hours Only\)](#) If an adult attends more than one group, he/she will be counted for each group.

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

Adult Literacy Lawrence County

For all reports below you may select a class or group from the Class key drop-down menu

For all reports in red you may also enter Class name and/or Class keyword by removing the Class key and entering part of a Class name and/or a Class keyword including "\*" for a wildcard if desired

Class key

Class name

Class keyword

<input type="checkbox"/> <a href="#">Adults with Level Gain/Loss by Levels Gained/Lost</a>	<input type="button" value="Raw Data"/>	<input type="checkbox"/> <a href="#">Adult Core Outcomes by Class/Group *</a>	<input type="button" value="Raw Data"/>
<input type="checkbox"/> <a href="#">Adults with Level Gain/Loss by Level</a>	<input type="button" value="Raw Data"/>	<input type="checkbox"/> <a href="#">Adult Secondary Outcomes by Class/Group *</a>	<input type="button" value="Raw Data"/>
<input type="checkbox"/> <a href="#">Assessments by Class/Group *</a>	<input type="button" value="Raw Data"/>	<input type="checkbox"/> <a href="#">Adult Assessments - Instructional Hours by Class/Group *</a>	
<input type="checkbox"/> <a href="#">NRS Table 4 by Class/Group</a>	<input type="button" value="Raw Data"/>	<input type="checkbox"/> <a href="#">Adult Level Gain by Assessment Type *</a>	
<input type="checkbox"/> <a href="#">NRS Table 4B by Class/Group</a>	<input type="button" value="Raw Data"/>	<input type="checkbox"/> <a href="#">Class/Group Attendance By Month *</a>	
		<input type="checkbox"/> <a href="#">Class/Group Attendance Sheet for Active Adults</a>	

NOTE: If NRS Table 4 or 4B report above is run using a Family Literacy Class, the report does not consider Family Enrollment. Any adult in the class with at least 12 hours and an entry level assessment is counted.

\* = query updated for current program year

mm/dd/yyyy

mm/dd/yyyy

[Class/Group Attendance Report \\*](#)

Many of the reports found on this page are duplicates of reports found on the Reports page, but these reports allow for the selection of one class/group prior to running the report. The report then includes only the adults assigned to the class/group selected. Adults who are enrolled in more than one class or group may appear in the count for each class or group. The report uses only the hours earned in the class or group. For example, an adult may have earned five hours in one class and seven hours in another class, but they will not be included in either class enrollment count because they did not earn 12 hours total in one class. Adult hours are only included in the Average Number of Hours and Number Posttested columns if the adult met enrollment.

## eData Access Database Template Guide

### Class Reports

- *Performance by Class (Class Hours Only)* – Performance details by class. The report includes the following: Number of Adults Served, Number of Enrolled Adults (12 hrs. + entry level assessment), Average Number of Hours, Number of Adults Pre- and Posttested, Number High ASE adults, Gains (# of adults with Ed Gain), and Gain percentage for Enrolled Adults (excludes High ASE adults).
- *Educational Gain by Class (Class Hours Only)* – Count of class educational gains by level (ABE, ASE, ESL).
- *Hours by Class* – Attendance hours by class for all adults.  
**NOTE:** Advisors, this report does not finish when running all state data and should be avoided.
- *Instructors by Class* – Assigned instructors for each class.

### Group Reports

- *Performance by Group (Group Hours Only)* – Performance details by group. The report includes the following: Number of Adults Served, Number of Enrolled Adults (12 hrs. + Entry Level), Average Number of Hours, Number of Adults Pre-/Posttested, Number High ASE adults, Gains (# of adults with Ed Gain), and Gain percentage for Enrolled Adults (excludes High ASE adults).
- *Educational Gain by Group (Group Hours Only)* – Count of group educational gains by level (ABE, ASE, and ESL).

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

For all reports listed in the Class/Group reporting section, users must select a class or group from the drop-down menu and then run the report. Each of the reports will then filter the report results based on the class/group selected. Additionally, for all reports in red text, users may also enter Class name and/or Class Keyword by removing the numerical Class key and entering part of a Class name and/or a Class Keyword, including "\*" for a wildcard, if desired. A Raw Data button displays more detail for the specific report.

- *Adults with Level Gain/Loss by Levels Gained/Lost* – Adults and the number of levels gained/lost by Class or Group. The report is grouped by the number of Educational Functioning Levels (EFLs) gained or lost. The exit date shows the adults who have left the program and cannot be given another posttest assessment.
- *Adults with Level Gain/Loss by Level* – Adults and the number of levels gained or lost by Class or Group. The report is grouped by the entry Educational Functioning Levels (EFLs). The exit shows the adults who have left the program and cannot be given another posttest assessment.
- *Assessments by Class/Group* – Adults and their assessments grouped by class/group.
- *NRS Table 4 by Class/Group* – A summary of Level Gain performance for enrolled adults served for the class selected. The Raw Data button shows the data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.
- *NRS Table 4B by Class/Group* – A summary of Level Gain performance for enrolled

## eData Access Database Template Guide

adults served who have an entry and exit level for the class selected. The Raw Data button shows the data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.

- *Adult Core Outcomes by Class/Group* – Core outcomes by adult. The report includes all goals set for adults assigned to the class or group. Each adult who has the goal set is listed. The set date, met date, and exit date are also provided for each adult. At the end of each Goal section, the total number of adults who have set the goal is listed. The number of adults who have met the goal is also listed.
- *Adult Secondary Outcomes by Class/Group* – Secondary outcomes set for adults. The report includes all outcomes set for adults assigned to the class or group selected. Each adult who has the outcome set is listed. The set date, met date, and exit date are also provided for each adult. At the end of each Outcomes section, the total number of adults who have set the outcome is listed. The number of adults who have met the outcome is also listed.
- *Adult Assessments* – Instructional Hours by Class/Group – Assessment dates and instructional hours for the selected class/group.
- *Adult Level Gain by Assessment Type* – Level gain(s) for all assessment records for all adults in the class/group selected prior to running the query. In most situations where an adult is assessed in multiple subject areas, only one subject area assessment is used for reporting to the NRS. This query allows agencies to review level gain for all assessment types, regardless of which area is tracked for NRS reporting purposes.
- *Class/Group Attendance by Month* – Attendance hours by month for all adults in the class/group selected.
- *Class/Group Attendance Sheet for Active Adults* – Tracking form for attendance by week/month for adults in a specific class/group. Users may print copies of the report at the beginning of each month.
- *Class/Group Attendance Report* – Attendance hours for all adults in the class/group selected and within the date range selected. The default start date is the beginning of the program year, and the default end date is the end of the program year.

## Reports II

Reports II

Reports

- [3 Report Combo](#)
- [Attendance > 14 days](#)
- eData open:
- [Date Agency added to eData report](#)
- [Invalidated Assessments](#)
- [Near Matches > 30 days](#)
- [Volunteer Count \(marked volunteer\)](#)
- [Volunteer Count w/ Hours>0 by Direct Agency](#)
- [Volunteer Hours \(assigned to a class/gp/pair\)](#)
- [Adult Hours Range](#)
- [Adult Posttest Early or Late](#)
- [Adults Missing and/or Eligible for Posttest](#)
- [Adults in 061 and 054](#)
- [Assessments By Initials](#)
- [Contractor/Subcontractor Duplicates](#)
- [Valid/Invalid SSN Count](#)
- [Special Program Type Count of Enrolled Adults](#)
- [064 Enrolled Adults By Agency](#)
- NEW!  [Barriers to Employment Count](#)

Local Distance Learning

- [Local Distance Learning Count and Hours](#)
- [DL Class Special Program Type Count and Hours](#)
- [DL Hours by Class, Group and Pair](#)

Family Literacy Enrollment

- [FL Enrollment Summary](#)
- [FL 10+ Parenting Hrs and 15+ ILA Hrs](#)
- [FL Adults with Sufficient Hours and Posttested](#)
- [FL Posttested Adults with EFL Gain](#)

## Reports

- *Three Report Combo* – Runs the first three reports on the Reports II page all at once.
  - *Attendance > 14 Days* – Shows attendance entered more than 14 days after the class attendance occurred and shows a percentage of total attendance entered after 14 days (out of all attendance entered). To account for the late opening of eData in certain program years, users may enter the opening date of eData for their agency to limit the results of this query to attendance that occurred after the data entry opening date.
  - *Date Agency added to eData Report* - Shows the date the agency was added to eData. This date can be used where an eData open date is required (in specific fields on the Reports pages in this template).
  - *Invalidated Assessments* – Shows a count of invalidated assessments and a percentage of invalidated assessments out of total assessments entered.
  - *Near Matches > 30 Days* – Shows a count of unresolved near matches over 30 days old.
- *Volunteer Count* – Shows a count of Staff records marked as volunteers.

## eData Access Database Template Guide

- *Volunteer Count w/ Hours>0 by Direct Agency* – Shows a count of Staff records marked as volunteers plus a combined count of unduplicated group and pair tutors.
- *Volunteer Hours* – Shows volunteer hours for staff assigned to a class, group, or pair.
- *Adult Hours Range* – Shows a count of adults, grouped by their total instructional hours, broken out into hourly blocks.
- *Adults Posttest Early or Late* – Shows, in the first two tabs, the instructional hours between the first and second assessment administrations that are either below the minimum publishers' recommended hours for testing (Low) or above the maximum recommended hours (High). The NRS Use field shows if the assessment was used for NRS reporting of Educational Gains. The final query shows a count of adults who had an assessment(s) that was outside publishers recommended hourly posttesting guidelines.
- *Adults Missing and/or Eligible for Posttest*– Shows a count of adults who are eligible for a posttest but have not had one yet. *Adults in 061 and 054* – Shows a list of adults that are in both 061 (EL/Civics) and 054 (Family Literacy) contracts.
- *Assessments by Initials* – Shows a count of test administrator initials, by assessment.
- *Contractor/Subcontractor Duplicates* - Shows the shared adults between contractor and subcontractor. One table shows a count of all shared adults, and the other table shows the raw data of each shared adult record.
- *Valid/Invalid SSN Count* – Shows a count of invalid and valid SSNs as determined by eData. This field is found in qryViewAdult and is called ValidSSN. eData defines an SSN as follows:
  - If the SSN contains all nines or is blank, it is considered invalid.
  - If the SSN does not contain all nines, it is considered valid.
- *Special Program Type Count of Enrolled Adults* – Shows the count of adults by special program type and the count of enrolled adults with the majority of their hours in the listed special program type.
- *064 Enrolled Adults by Agency* – Shows adults in 064 contract with 12 or more hours.
- *Barriers to Employment Count* – Shows a count of each of the barriers to employment.

### Local Distance Learning

- *Distance Learning Count and Hours* – Shows Adults, and their hours, that are marked in eData as Distance Learning and Provided by Local Agency.
- *DL Class Special Program Type Count and Hours* - Shows the number of adults and their class hours by agency and by special program type (SPT). Adults are only counted if they are marked in eData with their Distance Learner checkbox checked (and marked as Provided by Local Agency). Note that an adult in multiple SPTs is counted once in each SPT.
- *DL Hours by Class, Group, and Pair* - Shows adults and their class, group, and pair remote hours by agency. Adults are only counted if they are marked in eData with their Distance Learner checkbox checked (and marked as Provided by Local Agency).

## Family Literacy Enrollment

- *FL Enrollment Summary* - Shows actual and planned family enrollment, how many families have 10+ parenting hours and 15+ ILA hours, the number of enrolled and posttested adults who have the publisher's recommended minimum hours to be tested, and the number of those adults who have made an EFL gain on any subtest.
- *FL 10+ Parenting Hours and 15+ ILA Hours* - Shows the number of enrolled families, by agency, that have 10 or more parenting hours AND 15 or more ILA hours. The Details button to the right of the label shows parenting and ILA hours by family.
- *FL Adults with Sufficient Hours and Posttested* - Shows adults in an enrolled family that have:
  - 12 or more FL adult class hours.
  - Taken a pretest and a posttest.
  - Met the minimum publisher-recommended hours for the posttest.
- *FL Posttested Adults with EFL Gain* - Shows adults in an enrolled family that have:
  - 12 or more FL adult class hours.
  - Taken a pretest and a posttest.
  - Met the minimum publisher-recommended hours for the posttest.
  - Made an EFL gain on any subtest (may or may not be the lowest entry EFL).

## Performance Reports

This page allows users to build Performance Reports for their agency.

### Performance Reports

Close

Switchboard

The agency performance reports are cumulative and have to be constantly generated in order to show data trends over time. A common interval for building performance data is every 2 weeks, however, it can be as often as desired.

Select 064, 061 or 259 Agency: (subs are shown w/ mains)

Build Performance data

Most recent add date: 6/7/2023  
Days since last build: 5

064 061 259 Adult Literacy Lawrence County

054 054 only agencies will not display in dropdown but 054 report still works.

Combined (select for combining subcontractors with direct contractor)

Condensed (select for condensing to the most current date)

### Performance Report Utilities

Backup Performance data to Excel

This button creates 2 Excel files in the Documents folder with all the performance data currently in this template. The 2 files are called: tblFamLitPerformance.xlsx and tbl\_Performance.xlsx.

Restore Performance data from Excel files in Documents

This button reads the 2 Excel files in Documents that have been previously created by the backup process and replaces the performance data in this template. The 2 files are called: tblFamLitPerformance.xlsx and tbl\_Performance.xlsx.

Delete Date

Specific dates can be deleted by selecting the date to be deleted from the drop down and then clicking the Delete Date button. Once a date has been deleted, it normally cannot easily be rebuilt unless it is the same day. Consult with MIS for more information.

## eData Access Database Template Guide

Each report displays several performance measures, which are described in a key on all pages of the report. The performance reports are not automatically generated in the template when the template is updated. Performance reports must be built manually each time the template is populated or at an interval determined by the user (every two weeks, once a month, etc.). Each time the build process runs, it creates a new row in the Performance Report and uses the current date as the date for that new row. When routinely generated, Performance Reports show agency performance over time.

To build and then view reports, users must follow these steps:

1. Populate your template with new data (see Step 3 above).
2. 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 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 files* - After building the performance reports, it is advisable to back up the data in the performance reports via the Backup Performance Data to Excel function. When this button is clicked, two Excel files are created in the Documents folder. This backup process is the only 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 Documents folder* - When this button is clicked, Access reads the two Excel files in the Documents folder and replaces the data in the Performance Reports in the template. Typically, the Restore function is only necessary when there is a need to download and use a new copy of the template.
- *Delete Date* - Removes an unwanted row of data in the Performance Reports which corresponds to the date selected in the drop-down.



## NRS Reports

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

NOTE: A brief description and possible uses for each report can be viewed by clicking on the name of the report.

### NRS Reports

Close

Switchboard

**Adult Ed Contracts (064)**

1	<a href="#">NRS Table 1 (064)</a>	
2	<a href="#">NRS Table 2 (064)</a>	
3	<a href="#">NRS Table 3 (064)</a>	
4	<a href="#">NRS Table 4 (064)</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4</span>
4B	<a href="#">NRS Table 4B (064)</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4B</span>

**By Agency (064)**

Select Agency:  

4	<a href="#">NRS Table 4 By Agency (064)</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4</span>
4B	<a href="#">NRS Table 4B By Agency (064)</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4B</span>

**By Contract (064, 061, 259, N)**

Select Contract Number:  

4	<a href="#">NRS Table 4 By Contract</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4</span>
4B	<a href="#">NRS Table 4B By Contract</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4B</span>

**By Contract/Agency (064, 061, 259, N)**

Select Contract/Agency:  

1	<a href="#">NRS Table 1 By Contract/Agency</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 1</span>
2	<a href="#">NRS Table 2 By Contract/Agency</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 2</span>
3	<a href="#">NRS Table 3 By Contract/Agency</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 3</span>
4	<a href="#">NRS Table 4 By Contract/Agency</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4</span>
4B	<a href="#">NRS Table 4B By Contract/Agency</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4B</span>

**By Keyword (optional \*)**

Select Keyword:  

Not Like: NotLike NEW!

4	<a href="#">NRS Table 4 By Keyword</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4</span>
4B	<a href="#">NRS Table 4B By Keyword</a>	<span style="border: 1px solid gray; padding: 2px 5px;">Raw Data 4B</span>

Select Keyword: Leave blank, enter exact Keyword, or enter Keyword plus wildcards (\*)

Not Like: Enter text to exclude part of Keywords field. Wildcard added automatically. Cannot be blank.

**By EFL (not an official NRS report)**

Select Subtest:  

Contract Prefix: 064

4+4B	<a href="#">Table 4 and 4B By EFL</a>
------	---------------------------------------

The 4 and 4B reports can be run by agency, contract, contract/agency, keyword and EFL. There are Raw Data buttons showing more detail for all the 4 and 4B reports.

- *NRS Table 1* – Summary of enrolled adults served in Adult Ed programs by entry level, ethnicity, and gender.
- *NRS Table 2* – Summary of enrolled adults served in Adult Ed programs by age group, ethnicity, and gender.
- *NRS Table 3* – Summary of enrolled adults served in Adult Ed programs by program type and age group.
- *NRS Table 4* – Summary of level gain performance for enrolled adults served in Adult Ed programs. NRS Table 4 can be run by Agency, Contract, Keyword, and Agency/Contract and includes adults associated with the associated selection made prior to running the report. In addition, each NRS Table 4 report includes a Raw Data button that shows the raw data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by

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- running the raw data query and using filters to isolate specific data items.
- *NRS Table 4B* – Summary of level gain performance for enrolled adults with an entry and exit level served in Adult Ed programs. NRS Table 4B can be run by Agency, Contract, Keyword, and Agency/Contract and includes adults associated with the associated selection made prior to running the report. In addition, each NRS Table 4B report includes a Raw Data button that shows the raw data associated with the numeric values that appear on the report. Users can identify the adults who appear in this report by running the raw data query and using filters to isolate specific data items.
  - *Table 4 & 4B by Specific EFL/Subtest* – Selecting a subtest and contract prefix from the drop-downs generates a Table 4 and Table 4B report limited to that subtest. This table is not an official NRS reporting table.

## Data Checking

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

Close

Data Checking

**Data Check Summary Report**  
Bolded items are in the Data Check Summary Rpt

Switchboard

Family Lit Data Checking

Counts

 Adults  
 Staff  
 Tutors  
 Classes  
 Groups  
 Pairs  

NOTE: The items above provide users with a total number of the item selected, i.e. Total number of Adults in the e-data system.

NOTE: A brief description of each data check item can be viewed by clicking on the name assigned to the item.

Adult Assignments/Hours

# of Days
30

 **Adults With 0 Hours in Last XX Days**  
 **Adults Missing Assignments**  
 **Adults Missing Hours**  
 **Adults Assignments - Age Ineligible**  
 Adults in 061 and 054 Contracts  
 Adults in Multiple Classes \*  

Assessments

 **Adults 1st Assess > 30 Days From Start Date**  
 Adults Missing Assessments  
 **Adults Missing Assessments >=12 Hrs**  
 **Assessed Adults Missing Entry Level**  
 Adults Without a Posttest and Hours > 40  
 **Adults Missing Exit Assessments** Details  
 **Posttested Adults Missing Exit Level**  
 **Adults Assessed with Same Test-Same Date**  
 **Adults Posttested within 14 Days**  
 **Special Needs Adult w/Assessment**  
 **Special Needs Adult Missing Goals**  

Miscellaneous Data Checks

 **Adults Missing Core Outcomes**  
 **Adults Age Under 16 or Over 95**  
 **Contracts without Assignment**  
 **PAsecureID Near Matches**  
 **Ex-Offender/Institution Conflict**  
 **Highest Grade Completed - Post Sec Conflict**  
 Adults Shared with subcontractors  

Distance Learning

 **Adults Missing DL Checkbox With Remote Hours**  
 **Local Agency Classes SPT marked DLP**  
 **Classes/Groups/Pairs Marked DL w/ Inperson Hours**  
 **Classes/Groups/Pairs Marked In Person w/ Remote Hours**

Monthly Attendance/Hours

 **Hours By Month Adult (ALL)**  
 **Adult Attendance Count - All Assignments**  
 **Total Adult Hours by Month - All Assignments**  
 **Hours By Month Class/Group (ALL)**  
 **Class/Group Attendance Count By Month**  
 **Hours By Month by Agency (Class/Group)**  
 **Total Attendance Count By Month (Class/Group)**  
 **Hours By Month Pair (ALL)**  
 **Pair Attendance Count by Month**  
 **Total Pair Hours by Month**  
 **Reached 12 Hours Recently NEW!**  

Group Data Checks

 **Groups without Staff Assigned**  
 **Groups Missing Enrollment**  
 **Groups Missing Attendance**  
 **Corrections Adults in Community Groups**  
 **Community Adults in Institution Groups**  

Tutor/Pair Data Checks

 **Pairs Missing Hours**  
 **Corrections Adults in Community Pairs**  
 **Community Adults in Institution Pairs**  

Class Data Checks

 **Classes Missing Enrollment**  
 **Classes without Staff**  
 **Classes Missing Attendance**  
 **IET Classes**  
 **Workplace Classes**  
 **Post Secondary Trans Classes**  
 **Corrections Adults in Community Classes**  
 **Community Adults in Institution Classes**

All data check items are not necessarily errors that need to be corrected. They are sometimes simply items that MAY indicate an error (such as in-person instructional hours entered in the remote hours field). Keep in mind that it may also not be possible to correct some items that appear in the data checking report. For example, if an adult appears in the Adults Missing Exit Assessments data check, was never posttested, and subsequently left your program, this item will remain in the data checks and cannot be corrected.

## eData Access Database Template Guide

### Data Check Summary Report

Provides a summary count of potential errors in your data. The items that appear on this report all have a corresponding query that appears on the data checking page with a title in bold font. You can use this report in conjunction with the items on the 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. Return 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 example, by clicking Adult, a count of the total number of adults entered in eData compared to enrolled adults ( $\geq 12$  hours) will appear.

### Adult Assignments/Hours

- *Adults with 0 Hours in Last XX Days* – Adults who have not had hours recorded in the last XX days and have not been exited. These adults are in "limbo," and they may have hours not entered, or they may also have left the program and should be exited. To run the report, first select (or type in) the number of days desired in the # of Days drop-down box to the right of the report's title. Then, click the button to the left of the report.
- *Adults Missing Assignments* – Adults in the eData system who have not been assigned to a class, group, or pair.
- *Adults Missing Hours* – Adults in the eData system with no attendance hours.
- *Adults Assignments – Age Ineligible* – The youngest age for contract 061 is 16, whereas the youngest age for contracts 064, 259, and 054 is 17.
- *Adults in 061 and 054* – Adults who are active in both 061 and 054 contracts and their hours.
- *Adults in Multiple Classes* – Adults assigned to more than one class.

### Assessments

- *Adults 1st Assessment > 30 Days from Start Date* – Adults whose first assessment administration was more than 30 days after their Period of Participation Enrollment Date for the current program year.
- *Adults Missing Assessments* – Adults who do not have an assessment in the eData system. Note that some adults may have been given an assessment, but the assessment may not have been added to the eData system. This report shows all adults who are missing an assessment, not just the adults who have earned 12 or more instructional hours.
- *Adults Missing Assessments  $\geq 12$  Hours* – Adults who have 12 or more instructional hours but do not have an assessment entered in the eData system.
- *Assessed Adults Missing Entry Level* – Adults who have an assessment entered in the eData system but do not have an entry level identified.
- *Adults Without a Posttest and Hours > XX* – Adults who have not been given a posttest. By default, the report runs based on 40 hours obtained since the pretest, but users

## eData Access Database Template Guide

can adjust this number in the drop-down to the right of the report's title.

- *Adults Missing Exit Assessments* – Adults missing an exit level assessment in the eData system. This data check looks to see if the eData system has identified an entry level for the adult but has not identified an exit level. In addition, this data check looks at the number of hours earned by the adult and compares that number to the test publisher's guidelines, as defined in Policy D.100 Adult Learner Assessment. If the adult has reached the minimum number of instructional hours defined in the policy and they do not have an exit assessment, they will appear in this data check.
- *Posttested Adults Missing Exit Level* – Adults who have a posttest in the eData system but are missing an exit level.
- *Adults Assessed with Same Test-Same Date* – Adults with more than one assessment dated the same.
- *Adults Posttested Within 14 Days* – Adults with the same assessment within 14 days.
- *Special Needs Adult w/Assessment* – Adults marked as special needs who also have an assessment.
- *Special Needs Adult Missing Goals* – Adults marked as special needs who have fewer than three goals.

### Miscellaneous Data Checks

- *Adults Missing Core Outcomes* – Adults that have a blank outcomes screen in the Core Outcomes section of eData. On the Outcomes screen, all outcomes except for the "Obtain secondary credential outcome" are automatically set based on the adult demographics. Most adults will have an outcome listed automatically, but adults with less than a GED/Diploma who are listed as unavailable for work will not have any outcomes listed in eData.
- *Adults Age Under 16 or Over 95* – Adults who are less than 16 years old or older than 95 years old. If an adult appears in this report, staff should check to be sure the birthdate for the student was entered correctly.
- *Contracts without Assignment* - Contract number(s) not being used in at least one class, group, or pair.
- *PA SecureID Near Matches* – Adults who are near matches with locked records in the PA SecureID system. Contact eData Tech Support to resolve near matched adults.
- *Ex-Offender/Institution Conflict* – Adults currently in institutional programs marked as an Ex-Offender.
- *Highest Grade Completed – PostSec Conflict* – Adults enrolled in postsecondary education who do not have the appropriate highest grade selected.
- *Adults Shared with Subcontractors* – Adults who are shared between a contractor and a subcontractor.

### Distance Learning

- *Adults Missing DL Checkbox with Remote Hours* - This report opens two tabs. The first tab lists adults who have remote hours > 0 but whose Distance Learning checkbox is not checked. The second tab displays a count of the above adults by agency.

## eData Access Database Template Guide

- *Classes/Groups/Pairs Marked DL w/ In-person Hours* – This report shows classes, groups and pairs marked with special program type Distance Learning: ... that have in-person adult attendance.
- *Classes/Groups/Pairs Marked In-Person w/ Remote Hours* - This report shows classes, groups and pairs marked with special program type Fully In-Person that have Remote adult attendance.

### Monthly Attendance/Hours

- *Hours by Month Adult (ALL)* – Total hours by month for all adults served. This includes any hours earned in Division-funded and non-Division-funded contracts.
- *Adult Attendance Count – All Assignments* – Counts adults who attended either a class, group, or pair.
- *Total Adult Hours by Month – All Assignments* – Sums adult hours in a class, group, or pair by month. *Hours by Month Class/Group (ALL)* – Total hours by month, for all classes and groups.
- *Class/Group Attendance Count by Month* – Total number of adults, by month, for all classes and groups.
- *Hours by Month by Agency (Class/Group)* – Total hours by month for all classes and groups.
- *Total Attendance Count by Month (Class/Group)* – Counts adults attending classes and groups.
- *Hours by Month Pair (ALL)* – Total hours by month for all pairs served by the agency.
- *Pair Attendance Count by Month* – Total number of adults by month for pairs.
- *Total Pair Hours by Month* – Total hours by month for all pairs.

### Group Data Checks

- *Groups Without Staff Assigned* – Groups that do not have a staff member assigned.
- *Groups Missing Enrollment* – Groups that do not have any adults assigned.
- *Groups Missing Attendance* – Groups that do not have adult hours entered. Adults may have been assigned to the group, but no hours are entered for the adults in the group.
- *Corrections Adults in Community Groups* – Adults who are in corrections and in community groups.
- *Community Adults in Institution Groups* – Adults who are NOT in corrections and in institution groups.

### Tutor/Pair Data Checks

- *Pairs Missing Hours* – Pairs that have been entered into the eData system but have not been assigned any hours.
- *Corrections Adults in Community Pairs* – Adults who are in corrections and in community pairs.
- *Community Adults in Institution Pairs* – Adults who are NOT in corrections and in institution pairs.

## Class Data Checks

- *Classes Missing Enrollment* – Classes that do not have any adults assigned.
- *Classes Without Staff* – Classes that do not have a staff person assigned.
- *Classes Missing Attendance* – Classes that do not have adult hours entered for the class.
- *IET Classes* – Classes marked as IET classes in the Special Program Type field.
- *Workplace Classes* – Classes marked as workplace classes in the Special Program Type field.
- *Postsecondary Transition Classes* - Classes marked as postsecondary transition classes in the Special Program Type field.
- *Corrections Adults in Community Classes* – Adults who are in corrections and in community classes.
- *Community Adults in Institution Classes* – Adults who are NOT in corrections and in institution classes.

## Family Literacy Data Checking

This data checking page is specific to Family Literacy contracts.

Adults in Family Literacy will appear in the appropriate reports on the Family Literacy Data Checking page.

**Counts** – On the bottom of this page, a list of buttons appears in the Counts section. Each of these items provides a numeric count. For example, by clicking Family, a count of the

## eData Access Database Template Guide

total number of families and enrolled families entered in eData will appear. In addition, the specific Child Age buttons also list details including the names of the children along with the total count at the bottom.

### Family Adult Data Checks

- *Family Adults Missing ILA Hours* – Adults in families who are missing ILA hours.
- *Adults Missing Parenting Hours* – Adults in families who are missing parenting hours.

### Family Data Checks

- *Families Missing Adults* – Families that do not have any associated adults. The adult may already be entered in eData but is not associated with the Family record.
- *Families Missing Children* – Families that do not have associated children. This includes families with children added, but who are marked as Not Participating.
- *Families Missing ACIRI* – Families that do not have an ACIRI assessment entered in eData. Only families where the ACIRI is applicable will show in this data check.
- *Families Missing ILA Hours* – Families with no ILA hours in eData.
- *Families Missing Parenting Hours* – Families with no Parenting hours in eData.
- *Invalid ACIRI Assessments* – Families with invalid ACIRI assessments in eData.

### Child Data Checks

- *Children Missing ACIRI* – Children who are missing a family assessment (ACIRI). The children who appear in this data check are three to five years old and not in school.
- *Children Missing Assessments* – Children who have no assessments in eData.
- *Children Missing Time 2 Assessments* – Children who have been given an initial assessment but are missing a Time 2 assessment.
- *Children Missing ILA Hours* – Children who have no ILA hours entered in eData.
- *Children Missing Early Childhood Hours* – Children, aged three to five, who are missing Early Childhood hours.
- *School-Age Children Missing End of School Year Report* – School-aged children who are missing data for the End-of-School-Year Report in eData.
- *Non-Participating Children* – Children who are marked as Not Participating on the eData Child screen. Family enrollment calculations exclude any child marked as Not Participating.



## Data Validation Reports

This page includes the data validation reports that are required by the Division of Adult Education, including data for all subcontractors.

### Data Validation Reports

[Close](#)

Switchboard

**Important: Data in these reports may fluctuate throughout the year based on student class/group/pair assignments and attendance hours. A brief description and possible uses for each report can be viewed by clicking on the name of the report.**

<div style="background-color: #0070C0; color: white; padding: 2px; margin-bottom: 5px;"><b>Adult Ed 064</b></div> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">NRS Table 4 - Adult Ed (064)</a></li><li><input type="checkbox"/> <a href="#">NRS Table 4B - Adult Ed (064)</a></li><li><input type="checkbox"/> <a href="#">Follow Up Core Outcomes - Adult Ed (064)</a></li></ul>	<div style="background-color: #0070C0; color: white; padding: 2px; margin-bottom: 5px;"><b>Tutoring 259</b></div> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">NRS Table 4 - Adult Ed (259)</a></li><li><input type="checkbox"/> <a href="#">NRS Table 4B - Adult Ed (259)</a></li><li><input type="checkbox"/> <a href="#">Follow Up Core Outcomes - Adult Ed (259)</a></li></ul>	
<div style="background-color: #0070C0; color: white; padding: 2px; margin-bottom: 5px;"><b>EL/Civics 061</b></div> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">NRS Table 4 - EL/Civics (061)</a></li><li><input type="checkbox"/> <a href="#">NRS Table 4B - EL/Civics (061)</a></li><li><input type="checkbox"/> <a href="#">Follow Up Core Outcomes - EL/Civics (061)</a></li></ul>		
<div style="background-color: #0070C0; color: white; padding: 2px; margin-bottom: 5px;"><b>Family Literacy Reports</b></div> <p><b>NOTE: Reports required for end of year Data Validation, as defined in Division of Adult Education policy C.130, are found on the Family Reporting page of the template. They can be accessed using the button below. The reports required for the Data Validation appear in BOLD text on the Family Reporting page.</b></p> <div style="text-align: center; margin-top: 10px;"><div style="border: 1px solid black; padding: 5px; display: inline-block;"><a href="#">Family Literacy Reports</a></div></div>		

Any adult shared between contractor and subcontractor(s) is only counted once on each report.

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, if the adult has more hours in a 259 contract than either an 064 or 061 contract, they are counted in 259. Otherwise, the adult counts in 061 or 064, whichever contract has the greatest number of hours.

### Adult Ed 064

- *NRS Table 4 - Adult Ed (064)* – Educational Gain performance for Adult Ed contracts

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(064). This report can be used for end-of-year data validation, as described in Division of Adult Ed Policy C.130 Verifying and Reporting Data. If your agency subcontracts with one or more agencies, data for all subcontractors is also included in this report. Any adult shared between contractor and subcontractor(s) is only counted once on this report.

- *NRS Table 4B – Adult Ed (064)* – This report displays the same information as NRS Table 4 – Adult Ed (064) but only includes adults who have both an entry level and exit level assessment (pre-/post).
- *Follow Up Core Outcomes – Adult Ed (064)* – A cohort count of adult core outcomes for enrolled adults using only 064 hours to determine enrollment for adults.

### EL/Civics 061

- *NRS Table 4 – EL/Civics (061)* – Educational Gain performance for EL-Civics contracts (061). This report can be used for end-of-year data validation, as described in Division of Adult Ed Policy C.130 Verifying and Reporting Data. If your agency subcontracts with one or more agencies, data for all subcontractors is also included in this report. Any adult shared between contractor and subcontractor(s) is only counted once on this report.
- *NRS Table 4B – EL/Civics (061)* – This report displays the same information as NRS Table 4 – EL/Civics (061), but only includes adults who have both an entry level and exit level assessment (pre-post).
- *Follow Up Core Outcomes – EL/Civics (061)* – A cohort count of adult core outcomes for enrolled adults using only EL/Civics enrolled adults.

### Tutoring 259

- *NRS Table 4 – Adult Ed (259)* – Educational Gain performance for Tutoring contracts (259). This report can be used for end-of-year data validation, as described in Division of Adult Ed Policy C.130 Verifying and Reporting Data. If your agency subcontracts with one or more agencies, data for all subcontractors is also included in this report. Any adult shared between contractor and subcontractor(s) is only counted once on this report.
- *NRS Table 4B – Adult Ed (259)* – This report displays the same information as NRS Table 4 – Adult Ed (259), but only includes adults who have both an entry level and exit level assessment (pre-/post).
- *Follow-Up Core Outcomes – Adult Ed (259)* – A cohort count of adult core outcomes for enrolled adults using only 064 hours to determine enrollment for adults.

### Family Literacy Reports

This provides a link to the Family Literacy Reports page, which can be used for Data Validation.

### Scrub

This page allows users to remove, or 'scrub', personally identifiable information from their template.

## Scrub Functions

Close

Switchboard

The scrub functions remove personally identifiable information.

Scrub Adults, Families and Children

Original

Scrub Staff

Original

Scrub Classes and Groups

To further safe guard your computer remember to also delete the eData exported zip file ExtractReport.zip.  
This file is probably in one or more of Downloads, Documents or Data folder depending on where your downloads from eData get copied to.

Delete all eData extracted files from your data folder (\*.csv)

**Note: this optional step is NOT part of Scrub functions.**

Remove all data from this template

Each of the first three buttons, when clicked, scrub data in the records indicated on the button. Once a record is scrubbed, the original data is replaced with generic data. After the scrub functions are complete, most reports in the template still function as normal as they typically rely on numerical fields like hours, EFL, and program related dates, which are not impacted by the scrub function.

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

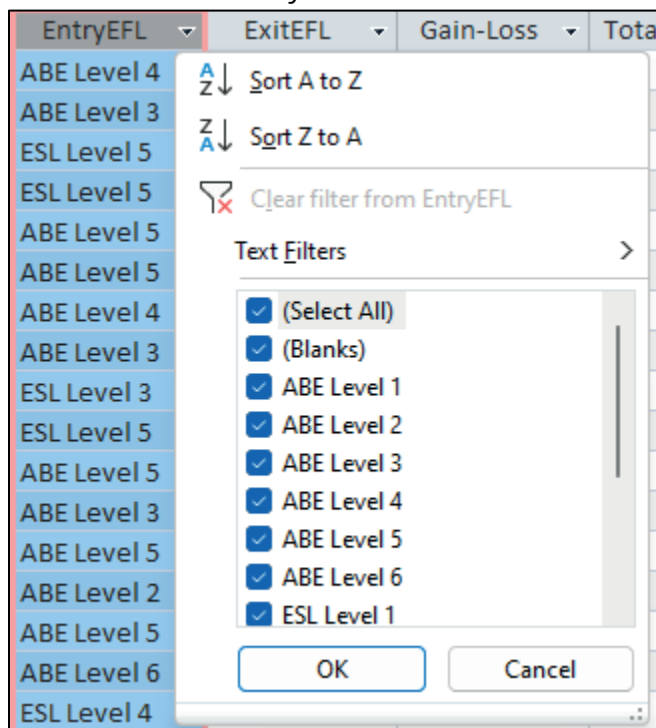
### Find

Using the Access Ribbon when viewing a datasheet, you can perform a Find operation in a selected column by clicking the binoculars or magnifying glass button.

### Filter

Using the Access Ribbon at the top of the screen for an open query, you can apply filters to selected information by clicking on the Filter by Selection button in the ribbon. Remove the filter by clicking on the Remove Filter button.

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. Users have the option to sort ascending or descending here, to use a Text Filter, or to select/deselect certain EFLs to filter. Select All and Blanks options are available to see all records or to see only blank records.



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

## eData Access Database Template Guide

### Sort

Using the Access Ribbon when viewing a datasheet, you can sort by selected columns in ascending and descending order by clicking the Ascending and Descending buttons. After sorting or filtering a table or query, when you close the table or query, Access prompts to save the changes; click No to return the table or query to its original state.

### Print and export:

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 external data export process.

### Exporting data to Excel

Template users can export tables or queries from the template to an Excel file following the steps below:

1. Open the table or query.
2. Above the ribbon, 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 usually preferred).
5. In the Specify Export Options section at the bottom of the window, check Export data with formatting and layout.
6. Click OK to complete the export operation.

**NOTE:** Datasheets are the best format for exporting to an Excel file.

### Printing

Template users can print reports, tables, or queries in the template. By default, reports open in Print Preview mode. To print a report, follow these steps:

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

**NOTE:** Reports are the best format for printing.

### Create a New Query

To create a customized display of data, including related information:

1. Click the Create New Query button near the bottom right of the main form.
2. Select Design View from the New Query dialog box, then click OK.
3. 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 (see the eData relationship index at the end of the System Manual).
4. Click Add to add the selected tables and/or queries.
5. Click Close to finish.
6. 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

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dragging the desired fields to the grid below.

- The Run button on the toolbar will display the query results.
- The Design View button on the tool bar will return the user to the Query Design window. (The Run and Design View buttons appear in the Ribbon at the top of the screen.)
- The Totals button on the tool bar allows queries to subtotal and summarize data by grouping like items together. The Total row will be added to the design grid by clicking this button. (The Totals button appears in the Access Ribbon on the top of the screen.)

The existing queries starting with the letters “qryView” are linked to the buttons on the Main Page, such as Adult, Adult Goals, etc., and are used in many of the reports that appear in the template. Do not delete or alter these queries.

**NOTE:** When creating custom reports or queries, use a common 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 occasionally updates the database template to include additional reports, queries, and/or data checking items. When a new version of the template is released, users must import any custom queries/reports from the previous version of the template into the new version. In some cases, the version number of the template does not change, so make sure that you back up your existing template or rename that so your 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 Access ribbon, 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](mailto:eDataTechSupport@psu.edu)