

Check Federal Tables with TOPSpro Reports, Wizards, & Functions

Report	Why should I use it ?	Where do I find it ?	Special Options or Comments
Federal Tables	Run the Federal Tables report in TOPSpro	Reports-Federal Reports-Federal Tables (All Tables) Select the	Choose the Tables you would like to view under Report Series tab. To turn off a drop reason for a preliminary report, select under Drop Reasons tab.
Federal Tables – Summary Audit and Detail Audit	Summary shows how many drops and why, but not who. Detail Audit report shows all data on a student as well as what pre/post tests are being paired for educational gain and a drop reason if they are being dropped.	Reports- Federal Reports-Federal Tables (All Tables) Look under the Tab labeled Report Series to find Summary Audit and Detail Audit Reports.	Don't print Detail Audit report. It's one page for every student! Use Drop Reasons to remove that reason for dropping. To do that: Under Drop Reasons, move Less Than 12 Hours of Instruction to the "Not Selected"
Federal Tables Monitor Report	Find students who are missing required NRS data . If you do not code Instructional Level, this report lists functioning level based on the pretest score.	Reports – Federal Reports-Federal Tables (All Reports) Under Report Series, deselect ALL and then choose Monitor Report	Remove the drop reason of 12 hours. To do that: Under Drop Reasons, move Less Than 12 Hours of Instruction to the "Not Selected"
Federal Tables Exceptions	Allows user to identify students who have been dropped for specific drop reasons.	Reports- Federal Reports-Federal Tables Exceptions To turn off a Drop Reason, look under the Drop Reasons Tab	Report lists students by drop reason and identifies their site as well as ID, gender, DOB.
Data Validation Wizard	It's designed to help identify and then fix contradictory or invalid data.	Wizards-Data Validation	Great tool! Use this first to identify and fix. Good for finding mismatched NRS goals and other missing information.

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Use Entry and Update Filters on Reports to Identify Specific Populations	For matching coding for certain tables or to find learners that appear where they shouldn't!	On the Report Set-up dialog box, look for tabs labeled Entry or Update Filters.	Some but not all Reports have Entry or Update Filters or Both.
NRS Level Performance	Examine your local performance against the Iowa Performance Goal for program year	Reports- Federal Reports – NRS Performance	Drop Reason Tab –The effect of turning off a drop reason is to include learners in this report who would have otherwise been dropped. If drop reasons are used the report is titled as a preliminary report. XLS * Option
To Check Data in Tables 1: Participants by EFL *, Ethnicity, and Gender			
Record Inventory	Shows number of Students, Entry, Update, and Test Records within an Instructional Program. Check that number against the total numbers on the Federal Tables. Find Incomplete records.	Reports-Data and Class Management-Record Inventory by Program/Agency/Site/Class	Four Record Inventory Reports are available: <ul style="list-style-type: none"> • Record Inventory by Agency • Reocrd Inventory by Program • Record Inventory by Site • Record Inventory by Class

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To Check Data in Tables 2: Participants by Age, Ethnicity, and Age			
Demographic Summary by Agency	Shows aggregated demographics for all students within an agency. Use for comparison in Table 2 of some demographic information.	Reports-Demographics-Demographic Summary by Agency	Under Options, select Aggregate across Instructional Programs
To Check Data in Tables 3: Participants by Program Type and Age			
Program Statistics	Gives you the number of students in every Instructional Program you have entered in TOPSpro. Check numbers against Table 3.	Reports-Data and Class Management- Record Inventory- Program Statistics	Option to break on site.
To Check Data in Tables 4 and 4B: Educational Gains and Attendance by EFL			
NRS Level Completion	This report shows who has completed an NRS level. Use it to look at specific EFL's.	Reports-Federal Reports- NRS Level Completion Choose levels under EFL Tab	Report does not break by site or class. To look at specific sites or classes, you will need to filter and print individually. Educational Functioning Levels can be viewed agency wide. Special option to print report with lines. XLS * Option

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Table 4 and 4B (Cont.)			
Learning Gains Summary by Agency	Will show you where your paired tests are or where they are not.	Reports – Learning Gains – Summary by Agency	You can anchor and match* but for agency wide report you would not want to do this.
To Check Data in Table 5 * : Core Follow-Up Outcome Achievement			
Labor Force Detail	Shows learner employment status and goals on Entry record. Use it to make sure coding is correct and to determine who will be dropped from Table 5.	Reports- Entry and Update Information-Labor Force Status- Labor Force Status Detail	Report prints out by class so it's easy to print and send to instructors for review. You can break by Instructional Program if you like.
Core Performance Audit by Site	Checks learner's FIRST Entry record and Update record for Status. Reports selects those who have a goal of Get a Job, Retain a Job, or Enter college or training plus status is NOT retained in program and checks to make sure that the learner qualifies.	Reports- Federal Reports-Core Performance – Core Performance Audit by Site	Use Entry or Update Filters to look only at certain populations. Report show reasons for drop. Be sure to look at last page of report for legend.
Core Performance Diagnostic by Program or Class	Shows ID, Gender, DOB, Entry goals, Test or Update Hrs, and Update Status	Reports – Federal Reports-Core Performance – Core Performance Diagnostic by Program or Class	

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Table 5 (Cont)			
Core Performance Exceptions	Good drop list of students whose goal is not Get Job, Retain Job, or Enter College or Post-Secondary	Reports- Federal Reports-Core Performance – Core Performance Exceptions	
Passed or Goal: GED/HS	Use this to locate those who passed GED and are missing a pre-test or those who marked Passed GED but are missing a goal of GED.	Reports- Data and Class Management-Passed or Goal: GED/HS	7 different options to create specialized reports.
Goals and Results by Class	Shows goals from Entry and Results from Update. Indicates that either are missing. Good to give to teachers to correct any missing information at end of PY	Reports-Entry and Update Information – Progress – Goals and Results by Class	XLS* Option Option to print address information.
Data Validation Wizard	It's designed to help identify and then fix contradictory or invalid data.	Wizards-Data Validation	Great tool! Use this first to identify and fix. Good for finding mismatched NRS goals and other missing information.

*** Remember that actual year-end performance for Table 5 is the result of data matching at the state level. The results seen in the local TOPSpro for Table 5 will NOT be the final results. Your goal should be to accurately code all *potential* outcomes for the table.**

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To Check Data in Table 6: Participant Status and Program Enrollment			
Entry Record Detail or Entry Record Summary by Agency	To appear on this table, learners will code a variety of fields on the Entry Record.	Reports- Demographics – Entry Record Detail	Check TOPSpro Coding Tips for Entry Record Fields that correspond to data collected
To Check Data in Table 7: Adult Education Personnel by Function and Job Status			
Personnel Lister	Update the Personnel Lister. The only function of this lister is to populate Table 7.	File- Open – Personnel Lister	See TOPSpro Coding Tips document for instructions on entering personnel information for this Lister. Use Print Preview to print lister. Save as XLS*, Lotus 123, or TXT. Use Batch Delete Lister to remove – ADMIN* level only
To Check Data in Tables 8: Outcomes for Adults in Family Literacy Programs (Optional)			
Entry Record Detail or Entry Record Summary by Agency	To appear on this table, the learner must code Family Literacy on Entry Field #13 – Special Programs. Use Detail report to identify individual learners. Use Summary Report to compare totals on Table 8	Reports- Demographics – Entry Record Detail	You can use any TOPSpro report that has the Entry Filters option. Selecting Family Literacy on the Entry Filter will isolate learners or accidental learners who have marked Family Literacy.

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Table 8 (Cont.)			
Goals and Results	Use if you are reporting learners on Table 8 to check matching goals and results	Reports-Entry and Update Information – Progress – Goals and Results by Class	XLS* Option Option to print address information
To Check Data in Tables 9: Outcomes for Adults in Workplace Literacy Programs (Optional)			
Entry Record Detail or Entry Record Summary by Agency	To appear on this table, the learner must code Workplace Ed. on Entry Field #13 – Special Programs. Use Detail report to identify individual learners. Use Summary Report to compare totals on Table 8	Reports- Demographics – Entry Record Detail	You can use any TOPSpro report that has the Entry Filters option. Selecting Workplace Ed on the Entry Filter will isolate learners or accidental learners who have marked Family Literacy.
Goals and Results	Use if you are reporting learners on Table 8 to check matching goals and results	Reports-Entry and Update Information – Progress – Goals and Results by Class	XLS* Option Option to print address information
To Check Data in Tables 10: Outcomes for Adults in Correctional Education Programs (Optional)			
Entry Record Detail or Entry Record Summary by Agency	To appear on this table, the learner must code Jail, or Community Corrections or State Corrections on Entry Field #13 – Special Programs. Use Detail report to identify individual learners. Use Summary Report to compare totals on Table 8	Reports- Demographics – Entry Record Detail	You can use any TOPSpro report that has the Entry Filters option. Selecting Jail, or Community Corrections, or State Corrections on the Entry Filter will isolate learners or accidental learners who have marked Jail, or Community Corrections or State Corrections

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Table 10 (Cont.)			
Goals and Results	Use if you are reporting learners on Table 10 to check matching goals and results	Reports-Entry and Update Information – Progress – Goals and Results by Class	XLS* Option Option to print address information
To Check Data in Tables 11: Secondary Outcome Measures (Optional)			
Goals and Results	Use if you are reporting learners on Table 11 to check matching goals and results.	Reports-Entry and Update Information – Progress – Goals and Results by Class	XLS* Option Option to print address information
To Check Data in Tables 12: Work-based Project Learners by Age, Ethnicity, and Gender (Optional)			
Query Maker	To appear on this table the learner must select “Work based Project” as a Primary or Secondary Goal	Query-maker Entry field #12 equals Work-Based Project	See training document “Using Query-maker in TOPSpro” for a guide to creating your own queries.
Goals and Results	Use if you are reporting learners on Table 12 to check matching goals and results	Reports-Entry and Update Information – Progress – Goals and Results by Class	XLS* Option Option to print address information
<ul style="list-style-type: none"> * XLS = Excel spreadsheet file * EFL = Educational Functioning Level * Anchor and match = This option allows you to limit the comparison of pre and post tests within a class, site or teacher. 			