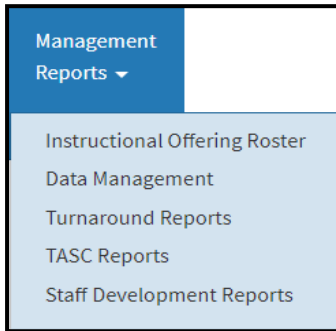
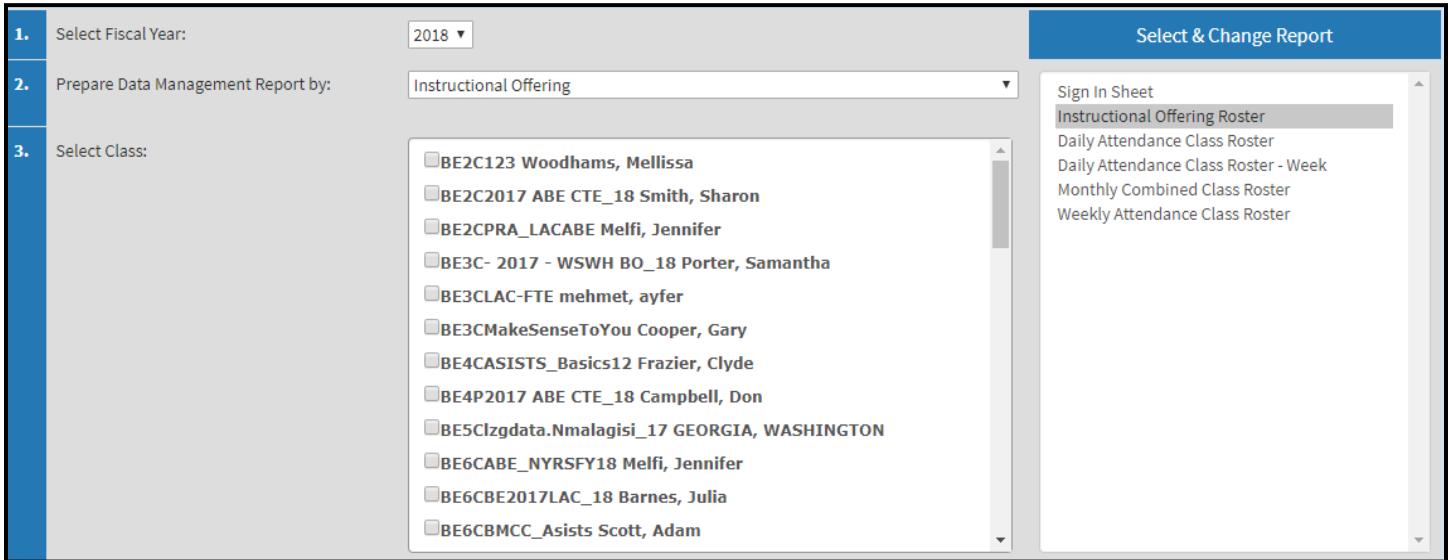


ASISTS REPORT GUIDE



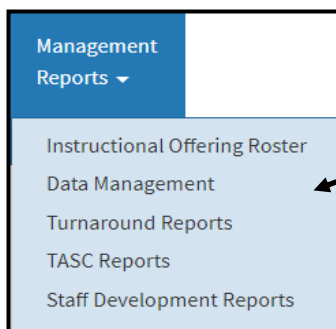
Choose “Instructional Offering Roster” from the Management reports drop down menu.

The Instructional Offering Roster Interface then will allow you to choose the type of report you wish to run, and the class or classes you wish to run the report on. Classes are listed by Fiscal Year.



Instructional Offering Roster	
Report	Function
Sign in Sheet	Generates an alpha class list with space for student signatures
Instructional Offering Roster	Generates an alpha class list with enrollment date and space for updating student transfer information
Daily Attendance Roster	Generates for each class a monthly/daily attendance roster
Daily Attendance Roster—Week	Generates for each class a weekly attendance roster.
Monthly Combined Class Roster	Combines the information on the Daily Attendance Roster and the Instructional Offering Roster
Weekly Attendance Class Roster	Provides a month’s worth of weeks to track weekly total hours per student

Data Management Reports	
Report	Function
Program Information Form	Detailed information on each class per fiscal year, including: start & end dates, Primary Instructor, Instruction Type, Meeting Days and assigned Funding Source
Program Hours Summary ±	Lists all classes, # of students in each class , and sum of contact hours and Instructional hours recorded
Duplicate Students ±	Identifies potentially duplicated student records
Contact Hours Summary ±	Lists ALL contact hours entered for ALL students, by class and by month, with totals
Student Contact Hours Report ±	Lists Contact Hours entered for each student in each class, along with a total for each student in each class
Student Exit Tool by Class ±	Lists students in each class who have not had any contact hours entered for the past 3+ months in that particular class.
Student Exit Tool by Student ±	Lists students alphabetically who have not had ANY contact hours in ANY class in the past 3+ months and who will be exited at the end of the 4th month, using the last day of the month indicated.
Literacy Zone Primary Outcome Report	Shows all of the Literacy Zone Primary Outcomes entered for your agency, sorted by outcome category and then by students.
LZ Outcome Report—NRS Students	Shows Literacy Zone Outcomes entered for students who are enrolled in a Literacy Zone funded class and who have met the criteria to qualify for the NRS report.
LZ Outcome Report—Non-NRS Students	Shows Literacy Zone Outcomes entered for students who are enrolled in a Literacy Zone funded class and who have NOT met the criteria to qualify for the NRS report.
Monthly ADA Report	Shows, on a day-to-day basis, the number of students in attendance for each day of the month with totals for each day and each class (requires that Daily Attendance be entered)
Weekly ADA Report	Shows, on a day-to-day basis, the number of students in attendance for each day of the week chosen with totals for each day and each class (requires that Daily Attendance be entered)



Choose “Data Management” from the Management reports drop down menu.

The Data Management Reports Interface then will allow you to choose the type of report you wish to run, and the class or classes you wish to run the report on. Classes are listed by Fiscal Year.

Turnaround Documents	
Report	Function
Form A - (Demographics) \pm	Alpha student list by class used to verify initial student data demographics, including DOB, gender, ethnicity, employment status and population categories.
Form B - (Test Scores) \pm	Alpha student list by class showing all WIOA/NRS-valid FY assessments per student on record. Also includes space provided for recording new post test info
Form C - (Hours & Goals) \pm	Alpha student list by class showing cumulative contact hours and goals to date. Includes space for instructor to report additional hours and new goals.
Form D - (Outcomes) \pm (can be filtered by HSE, Jobs, or Other Primary Outcomes)	Alpha student list by class showing exit dates (if applicable) and all goals and outcomes to date. Includes space for instructor to report new outcomes/survey data.
Form E - (Follow-Up Survey)	Alpha student list by class showing contact information, exit dates (if applicable) and any current goals and outcomes to date. Includes space for instructor/surveyor to report new outcomes/survey data.
Form F - (Test Scores & Hours)	Alpha student list by class showing that combines the information from Turnaround B (Test Scores) and Turnaround C (Hours).
WIOA Outcome Survey Tool \pm	List of previous and current fiscal year exited students with their address, contact information, exit date & quarter, and surveyed outcomes.



Choose "Turnaround Documents" from the Management reports drop down menu.

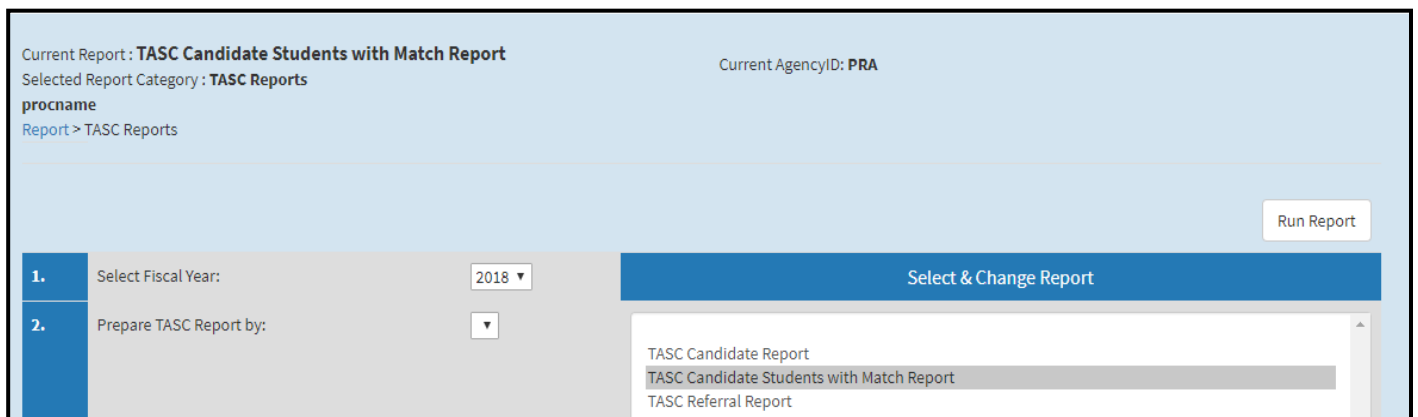
The Turnaround Documents interface will allow you to choose the type of report you wish to run, and the class or classes you wish to run the report on. Classes are listed by Fiscal Year.

TASC Reports	
Report	Function
TASC Candidate Report	Alphabetically lists all persons who have taken the TASC test using an agency's Prep Code in the current fiscal year. The data in this report comes from HSE data collected by DRC and maintained by NYSED. If a person has taken the TASC exam more than once during the year, his or her name will appear more than once on this report. The only criteria for this report is the Prep Code.
TASC Candidate Students with Match Report	The Prep Program- Matched Candidate Report alphabetically lists participants that have taken the TASC exam using an agency's prep code, as identified by NYSED, and have been successfully matched to the agency. The criteria that is used for this data match are: First Name Last Name Date of Birth Prep Code
TASC Referral Report	This report identifies students who have the status of "Referred to TASC" on their history tab, shows to which Test center the student was referred, and any existing TASC Readiness or Actual tests entered in ASISTS for that student. If a student has been referred more than once, the student's tests will be listed for each referral.



Choose "TASC Reports" from the Management reports drop down menu.

The TASC Reports interface will allow you to run reports that will help identify claim credit for students that have taken the TASC exam and passed for the current fiscal year.



Staff Development Reports	
Report	Function
Events Attended by Personnel (ALL)	List of agency & RAEN facilitated professional development events that agency personnel have attended. This report can be run for the current and previous fiscal year.
Events Attended by Personnel (RAEN)	List of RAEN facilitated professional development events (only) that agency personnel have attended. This report can be run for the current and previous fiscal year.



Choose "Staff Development Reports" from the Management reports drop down menu.

The Staff Development Reports interface then will allow you to choose the version of the report you wish to run (RAEN events only or ALL), and, if desired, the Category of Professional Development you wish to run the report on. The Reports are run by Fiscal Year.

Current Report: **Events Attended by Personnel (ALL)** Current AgencyID: PRA
 Selected Report Category: **Staff Reports**
 procname
 Report > Data Management Reports

[Run Report](#)

1. Select Fiscal Year:

2. Prepare Report for Agency:
 Filter Report by:

3. Select Category:

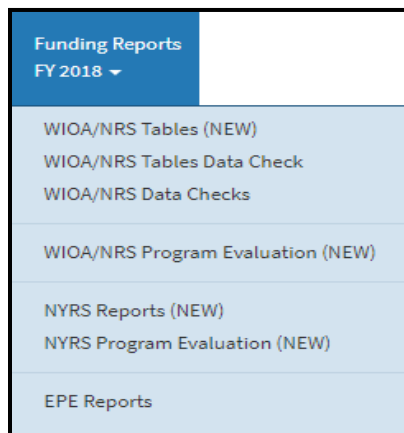
- All Categories
- ABE/HSE
- Assessment
- Common Core Content Related

Select & Change Report

- Events Attended by Personnel (ALL)
- Events Attended by Personnel (RAEN)
- RAEN Summary Report
- RAEN Local Program Report
- Event Attendance Report (RAEN)

There are two “Funding Reports” menus—one for previous and current fiscal year. The options for each are similar, but newer reports may not be available for prior Fiscal years.

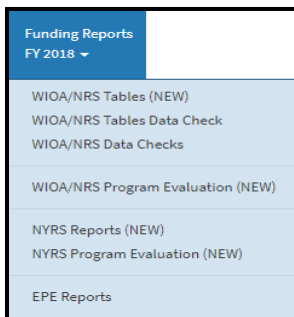
WIOA/NRS Tables	
Report	Function
NRS Tables (General) <i>NOTE: These tables are part of the Federal NRS report. NYSED concentrates primarily on Tables 4 & 5.</i>	Table 1 - Students listed by Educational Level, Ethnicity, and Gender Table 2 - Students grouped by Age, Ethnicity, and Gender Table 3 - Students grouped by Program Type and Age Table 4 - Measurable Skill Gains by Entry Level Table 5 - Core Outcome Achievement (Previous FY Exiters) Table 6 - Participant Status and Program Enrollment Table 7 - Adult Education Personnel by Function and Job Status
NRS Table 4B & 4C	NRS Table 4b identifies the number of students, by entering educational functioning level, who have been pre <u>and</u> post-tested and indicates any educational gain attained during their Period of Participation. NRS Table 4C is the same as Table 4B, but includes only students participating in Distance Learning programs.
Table 5A (Distance Education)	The total count of previous fiscal year exited Distance Learning students that have achieved a positive follow-up outcome.



Choose “WIOA/NRS Tables” from the Funding reports drop down menu.

- The NRS Tables Interface then will allow you to choose which of the NRS Tables you wish to run.
- Although there is an interface here for Fiscal Year, NRS calculations are set and you cannot change these dates.
- You may choose which Funding Source you wish to prepare the report for, and you can choose to disaggregate data further using the choices in the #4 drop-down menu.

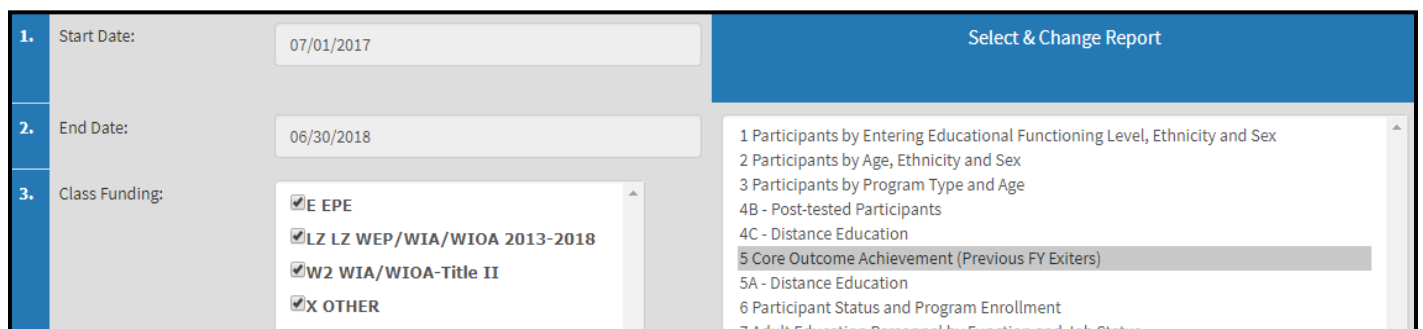
WIOA/NRS Tables Data Check	
Report	Function
Data Check for Tables 1 - 3	Identifies students in each row and column of Tables 1, 2 & 3.
Table 4B Data Check– Post-tested Participants	Alphabetically lists WIOA/NRS participants, grouped EFL, and identifies if they achieved an educational gain for the indicated POP prior to automatic exit.
Table 4C Data Check– Distance Education	Alphabetically lists Distance Learning participants, grouped EFL, and identifies if they achieved an educational gain for the indicated POP prior to automatic exit.
Table 5 Data Check - Core Outcome Follow-up Achievement (Previous FY Exiters)	The names of previous fiscal year WIOA/NRS exited students that require follow-up.
Table 5a Data Check: Distance Education	The names of previous fiscal year WIOA/NRS exited students that require follow-up.
Table 6 Data Check: Participant Status and Program Enrollment	Alphabetically lists students along with their employment status and educational background as entered upon Program Enrollment,
Data Check for Table 7	Identifies the names of personnel associated with the Adult Education Programs and lists their years of experience at hire and current certification (if entered)



Choose “WIOA/NRS Data Checks” from the Funding reports drop down menu.

The NRS Tables Data Check Reports Interface will allow you to choose which of the NRS Tables Data Check Reports you wish to run.

You may choose which Funding Source you wish to prepare the report for, and if you choose, you may also disaggregate data further using the choices in the #4 drop-down menu.



WIOA/NRS Data Check Reports can be separated into reports that are fiscal year based and POP based. The reports below are fiscal year reports.

WIOA/NRS Data Check Reports (Fiscal Year)	
Report	Function
Students Missing Key Demographics	Identifies students missing Gender, Ethnicity, Employment status for current FY, or Date of Birth
Students with Invalid Enrollment	Identifies students with an enrollment date that is not within the start and end date of their class enrollment.
Students with Invalid Test Scores	Sorted by test type, those test scores that are not valid
Students with Funding Source Not Matching Instruction Funding Source	Identifies students by class whose funding source is different from any associated with the class.
Students Enrolled Not Counted in NRS <u>±</u>	Identifies students who have an enrollment during the current Fiscal year, but have less than 12 contact hours or are missing a pre-test.



Choose "WIOA/NRS Data Checks" from the Funding reports drop down menu.

The WIOA/NRS Data Checks Interface then will allow you to choose which of the NRS Data Check Reports you wish to run. Although there is an interface here for Fiscal Year, the NRS calculations are set and will not change if you change these dates. You may choose which Funding Source you wish to prepare the report for, and be able to disaggregate data further using the choices in the #4 drop-down menu.

1. Start Date:

2. End Date:

3. Class Funding: EPE
 LZ LZ WEP/WIA/WIOA 2013-2018

Select & Change Report

- Students Missing Key Demographics
- Students with Invalid Enrollment
- Students with Invalid Test Scores
- Students with Funding Source Not Matching Instruction Funding Source
- Student Enrolled Not Counted In NRS

WIOA/NRS Data Check Reports can be separated into reports that are fiscal year based and POP based.
The reports below are POP based reports.

WIOA/NRS Data Check Reports (Fiscal Year)	
Report	Function
Student Assessment and Attendance Report	The Student Assessment and Attendance Report identifies WIOA/NRS participants with the pre- and post-test for each POP (if available), the student's exit date if applicable, and the total contact hours for each POP. Participants are grouped by instruction type and organized by entering functional level (EFL).
Students without Pre-test	Lists students that are missing a valid pre-test for the POP indicated on this report
Students without Post-test	Sorted by instruction type and grouped by EFL, this report identifies WIOA/NRS students who do not have a post-test for the POP or POPs indicated on this report
Students Not Moving to Higher Level ±	Identifies students who have not made an educational gain for the POP or POPs indicated on this report. Students who have not been post-tested will also appear on this report
Students Moving to a Higher Level ±	Identifies students who have made an educational gain for the POP or POPs indicated on this report. Students who have not been post-tested will also appear on this report
Students Missing Social Security Numbers ±	Identifies the names of WIOA/NRS students who do not have a value entered for the Social Security Number field in their student record
Students with Invalid Social Security Numbers	Identifies the names of WIOA/NRS students who have a clearly identifiable invalid social security number entered into ASISTS. Please Note: If a participant <u>does not</u> appear on this report, this <u>does not</u> mean that the social security number entered for them is a valid number
POP Participants Details and Demographics	Alphabetically lists (last name, first name) WIOA/NRS participants with their assessment data, and self-reported barriers to employment for a given POP.
POP MSG Achievement by Name	Alphabetically lists (last name, first name) WIOA/NRS participants and indicates whether or not they achieved an MSG, for the indicated POP prior to automatic exit
POP MSG Achievement by EFL	Alphabetically lists (last name, first name) WIOA/NRS participants, grouped by EFL, and indicates whether or not they achieved an MSG for the indicated POP, prior to automatic exit

1. Start Date:

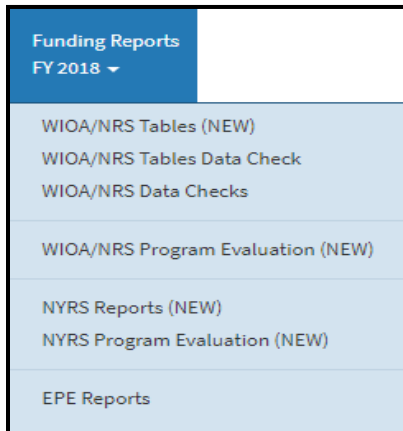
2. End Date:

3. Class Funding: E EPE
 LZ LZ WEP/WIA/WIOA 2013-2018

Select & Change Report

- Students Missing Key Demographics
- Students with Invalid Enrollment
- Students with Invalid Test Scores
- Students with Funding Source Not Matching Instruction Funding Source
- Student Enrolled Not Counted In NRS

WIOA/NRS Program Evaluation	
Report	Function
Program Evaluation Report	Summary of student data from WIOA/NRS Tables 4 & 5 for the fiscal year.
Program Evaluation Report By Class (Download Only)	Downloadable summary of fiscal year student data from WIOA/NRS Tables 4 & 5 broken down by each class at an agency.
Program Evaluation Report by Teacher (Download Only)	Downloadable summary of fiscal year student data from WIOA/NRS Tables 4 & 5 broken down by each Primary Instructor.



Choose "WIOA/NRS Program Evaluation" from the Funding reports drop down menu.

The Program Evaluation Interface will then allow you to choose which of the reports associated with the Program Evaluation Report you wish to run.

Although there is an interface here for Fiscal Year, the NRS calculations are set and will not change if you change these dates. You may choose which Funding Source you wish to prepare the report for, and in the future you will be able to disaggregate data further using the choices in the #4 drop-down menu.

1. Start Date:

2. End Date:

3. Class Funding:

- E EPE
- LZ LZ WEP/WIA/WIOA 2013-2018
- W2 WIA/WIOA-Title II
- X OTHER

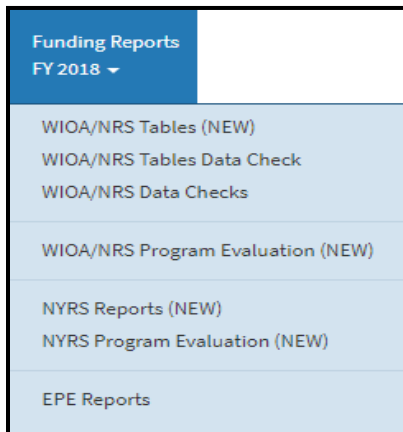
Select & Change Report

Program Evaluation Report (NEW)

(Download Only) Program Evaluation Report by Class

(Download Only) Program Evaluation Report by Teacher

NYRS Reports (NEW)	
Report	Function
NYRS Participants Details and Demographics	Alphabetically lists (last name, first name) NYRS participants with their assessment data, and self-reported barriers to employment.
NYRS MSG Achievement by Name	Alphabetically lists (last name, first name) NYRS participants and indicates whether or not they achieved an MSG for the current Fiscal year
NYRS MSG Achievement by EFL	Alphabetically lists (last name, first name) NYRS participants, grouped by EFL, and indicates whether or not they achieved an MSG for the current Fiscal Year.

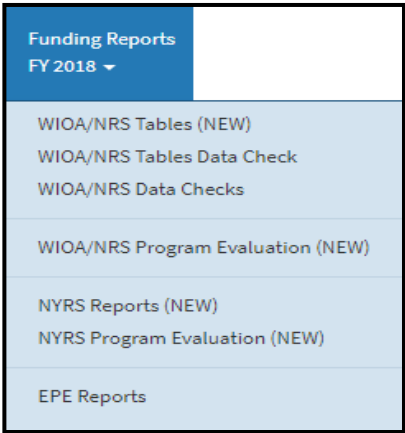


Choose "NYRS Report (NEW)" from the Funding reports drop down menu.

Although there is an interface here for Fiscal Year, the NYRS calculations are set and will not change if you change these dates. You may **only choose ALE** as the Funding Source you wish to prepare the report for, and you will be able to disaggregate data further using the choices in the #4 drop-down menu.

1.	Start Date:	07/01/2017	Select & Change Report
	2. End Date:	06/30/2018	
	3. Class Funding:	<input checked="" type="checkbox"/> ALE	
			NYRS Participants Details and Demographics NYRS MSG Achievement by Name NYRS MSG Achievement by EFL

NYRS Program Evaluation (NEW)	
Report	Function
NYRS Program Evaluation Report	Summary of ALE student data from NYRS POP MSG Achievement by EFL for the current fiscal year



Choose “NYRS Program Evaluation Report (NEW)” from the Funding reports drop down menu.

Although there is an interface here for Fiscal Year, the NYRS calculations are set and will not change if you change these dates. You may only choose ALE as the Funding Source you wish to prepare the report for, and you will be able to disaggregate data further using the choices in the #4 drop-down menu.

1. Start Date:

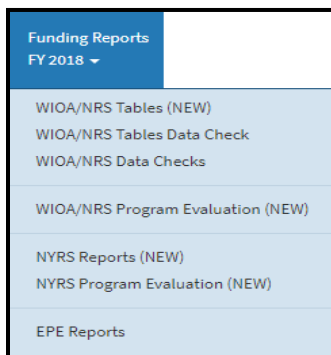
2. End Date:

3. Class Funding: L ALE

Select & Change Report

NYRS Program Evaluation Report

EPE Reports	
Report	Function
EPE Claim Part 2 160.1 & 160.2	End of Year EPE Claim form for students without a High School Diploma
EPE Claim Part 3 160.1 & 160.2	End of Year EPE Claim form for students with a High School Diploma
Students Included in EPE Reports	Alpha list of students included in the EPE report—including the class in which the student is enrolled and the number of hours.
Students Included in EPE Report by Class	Lists students included in the EPE report by class and indicates how many hours the student accumulated in that class.
Students Under 21	Identifies students in EPE funded classes who are under the age of 21 for any part of the Reporting Period.
EPE Class Analysis by Age & Hours	Shows all students in EPE funded classes, their age, hours and indicates (by Yes or No) if all of their hours are counting.
EPE Amendment Log	Shows agency-entered information from the Amendment Log explaining Amendments to the EPE 160.1 Parts 2 & 3 Claim forms.
EPE Student Amendment Summary	Lists students whose Claimable EPE hours in the first half of the year have changed (+/-) since that data was frozen.
Students Enrolled not Counted	Students who are enrolled in EPE-Funded classes who are not counted due to Funding source assignment, age, or other EPE exclusions.
EPE Students Missing Pre or Post test	Shows students who are EPE-funded and who are missing a valid Pre or Post test.
EPE Monthly Report Part 2	Shows a monthly summary of EPE hours on the 160.1 & 160.2 Part 2 claim forms, the number of students served per month, and a cumulative total number of unique students served
EPE Monthly Report Part 3	Shows a monthly summary of EPE hours on the 160.1 & 160.2 Part 3 claim forms, the number of students served per month, and a cumulative total number of unique students served
EPE Student not in NRS	Lists the students who count as part of the EPE Claim Form, who are not counted on NRS/have not met the NRS criteria
EPE GED Outcome	Shows students in EPE funded classes who have achieved an HSE outcome and if any hours have been entered after the survey.
EPE Non-Matching Funding Source	Shows students in EPE funded classes who have a non-EPE funding tag on their Individual Records.
EPE Students Turning 21	Shows students in EPE funded classes who are turning 21 and how many hours they have before/after their 21st birthday.



Choose "EPE Reports" from the Funding reports drop down menu.

EPE data is only calculated for classes and students who have EPE indicated as a funding source.