

Workforce Investment Act
Technical Assistance Guide

Literacy and Numeracy

Literacy and Numeracy TECHNICAL ASSISTANCE GUIDE

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I. INTRODUCTION TO THE LITERACY AND NUMERACY GAINS MEASURE

All employment and training programs administered by ETA, including WIA programs, are subject to the implementation of common measures policies. One of the measures that significantly impacts the WIA youth program is literacy and numeracy gains.

This common measure for Youth - Literacy and Numeracy Gain(s) - is designed to calculate the percentage of basic-skills deficient, out-of-school youth whose educational functioning level goes up by at least one level within one year of program participation. The measure evaluates gains in educational functioning levels rather than “attainment of skills” and is based on pre- and post-tests using specific assessment tools.

All out-of-school youth who are basic skills deficient are included in the Common Measure. In-school youth and youth who are not basic skills deficient are excluded from this measure. All basic skills deficient out-of-school youth, including youth with disabilities, should be participating in educational activities that will lead to academic advancement. Program completion is critical to attainment of credentials and skills. In addition, participants may need a full year to improve their educational functioning level, and if they drop out before a year is up, they are still included in the measure. In order to help prevent drop-outs, youth must be provided with the support they need to stay engaged – positive staff contact, supportive services, etc.

If assessment information identifies an out-of-school youth as basic skills deficient (literacy or numeracy below the 9th grade) the youth must complete a pre-test within 60 days of the date of enrollment and a post-test within one year. Schedules should be developed for youth to ensure their testing for the measure is timely.

The Department of Education designed the National Reporting System to track WIA Title II funded adult education and literacy programs. There are two sets of educational functioning levels – Adult Basic Education (ABE) and English-as-a-second-language (ESL) - with each set consisting of six levels. Each ABE and ESL level describes a set of skills and competencies that students entering at that level demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional, and workplace skills, providing guidelines for placing participants in educational functioning levels, based on their performance on standardized tests. The scoring of the TABE (which is used predominantly in Idaho), correspond to these ABE levels, while numerous standardized ESL tests, such as CASAS, BEST Plus, and BEST Literacy correspond in their scoring to the ESL Educational Functioning Levels.

The ABE set contains the following educational functioning levels: beginning ABE literacy, beginning basic education, low intermediate basic education, high intermediate basic education, low adult secondary education, and high adult secondary education. The ABE levels roughly equate to two grade levels. Similarly, there are six ESL educational functioning levels – beginning ESL literacy, beginning ESL, low intermediate, high intermediate, low advanced and high advanced ESL.

As mentioned earlier, the Literacy and Numeracy Gains measure is calculated by dividing the number of participants who increase one or more educational functioning levels by the number of youth who have completed a year in the program plus the number who exit before their program enrollment year is up.

If youth remains basic skills deficient after their post-test, they should continue to receive basic skills remediation. In addition, if they complete a second full year in the program, they will be included in the measure again, and should be post-tested at the end of that year. In this situation, the second year post-test will be compared to the first year post-test to measure advancement in educational functioning level. If a youth does not complete a second full year of participation, he or she will not be included in the Literacy and Numeracy Measure a second time. If the youth advances at least one level and beyond the basic skills deficiency threshold in the first year of participation, then he or she is no longer subject to the measure for the next year.

A. The Literacy and Numeracy Process

- Determine if the out-of-school youth is basic skills deficient in one of the following ways:
 1. Review school documents that provide basic skills grade level information:
 - A. Youth who possess a high school diploma should be considered proficient in basic skills.
 - B. Youth who possess a GED should be considered proficient in basic skills.
 - C. For youth without a high school diploma or GED, ISAT test results may be used to determine proficiency/deficiency if the test was administered during the last 12 months.

Note: The Department of Education mandates formal testing and documented attainment of basic skills proficiency prior to issuance of a high school diploma; TABE testing is mandated prior to GED test completion.

2. Review existing TABE Battery or Survey results if administered within the last 6 months
 3. Administer the TABE locator
- If assessment indicates a basic skills deficiency (literacy or numeracy levels below 9th grade) the participant should be enrolled in the WIA MIS as basic skills deficient = yes. If the participant is at or above 9th grade they should be enrolled as basic skills deficient = no and not included in the performance measure.
 - For youth identified as basic skills deficient, a TABE Battery or Survey should be given within 60 days of enrollment unless a current test (given within the last 6

months) is available. The Battery or Survey scores become the starting point for measuring basic skill gain. Remember that the 12-month clock begins ticking at the point of registration.

- Assist in directing the implementation of remediation strategies for the youth's area of deficiency.
- Note: if a participant is enrolled in the WIA MIS as basic skills deficient based on TABE Locator scores, but subsequent TABE Battery or Survey scores indicate that the participant is basic skills proficient, it is critical that the case manager enter those scores in the MIS as entry of these scores will exclude the participant from the Literacy/Numeracy Common Measure as well as all future Literacy/Numeracy data quality reports.
- Interval tests or post tests should use the same test instrument as the pre-test used to establish a starting point for the participant. A youth's post-test must be recorded prior to completing one year of participation in the WIA program, and subsequent 12 month periods if enrolled beyond 1 year. If the youth participant does not complete their first year, they must be tested before they exit the program. These scores should be entered in the WIA-MIS once the results are received. The WIA-MIS has been configured to allow for participant testing on an as-needed basis which may be helpful if the youth is preparing for GED exams. Case managers may offer participants the opportunity to test at various intervals during the twelve-month period instead of conducting only one final test at the end of the twelve months. This allows case managers and participants a better means of gauging the participants' progress towards achieving any gains.

B. Youth with Disabilities

As noted earlier, the measure requires inclusion of youth with disabilities as part of the measure. Depending on the nature of their disability, most youth may need to be provided with reasonable accommodations in order to "level the playing field." Accommodations generally considered are:

- changes to the presentation of the test. Examples include providing Braille versions of the test or orally reading directions/questions to the test taker.
- changes to the methods of response. Examples include having the test-taker point to a response or use a computer for responding.
- changes to the test setting. Examples may include taking the test in a small group or alternate location.
- changes to the timing and scheduling of test. Examples include extending the time provided to complete a test, allowing more breaks, etc.

However, there may be those instances when using the assessment instruments, even with accommodations, may not be sufficient to assess a youth with one or more disabilities. If this occurs, case managers should consult their grant managers to determine an appropriate course of action on how to proceed with the disabled youth's

assessment and the possibility of utilizing alternative assessment tools that are comparable to the information provided through the educational functioning levels.

Alternative assessments may include, but are not limited to:

- Portfolio Assessment*: assessment method that uses a collection of the participant's work over time that demonstrates the skills being assessed.
- Performance Assessment*: assessments that are a direct measure of skills and knowledge, usually in a one-on-one assessment.
- Observation in Structured and Unstructured Setting*: assessment method to observe whether participants are able to perform certain activities.
- Alternative Standardized Tests*

C. Incentives for Out of School Youth

As an incentive to initiate and continue participation in the WIA program, an out-of-school youth participant may receive a bonus or incentive from one or more of the three groups listed below as appropriate.

1. \$50 will be offered to youth as an incentive for each GED section passed during participation in the WIA Youth Program. Participants will participate in training and receive the accumulated incentive once competency is attained.
2. \$250 will be offered as an incentive to out-of-school, basic skills deficient youth for each area – literacy and numeracy – in which they demonstrate an increase of one or more educational functioning levels based on their pre- and post-test scores. This incentive payment will be issued upon receipt of participant's post-test scores noting the increase in educational functional levels.
3. As an incentive to participate in the initial assessment (pre-test) necessary to meet the Literacy and Numeracy measure, \$20 will be offered as an incentive to youth who are out-of-school and basic skills deficient. This incentive will be paid upon receipt of the participant's scores from their pre-test.

II. WIA MIS LITERACY AND NUMERACY GUIDE

A. Enter an Initial Assessment or Pre-Test

Click Client Data Entry, then Literacy/Numeracy.

<table border="1"> <tr><td>WIA Main Menu</td></tr> <tr><td>Client Data Entry</td></tr> <tr><td>Locate A Client</td></tr> <tr><td>Overview of Client</td></tr> <tr><td>Accounting/Payroll</td></tr> <tr><td>Reports</td></tr> <tr><td>Information</td></tr> </table>	WIA Main Menu	Client Data Entry	Locate A Client	Overview of Client	Accounting/Payroll	Reports	Information	<p><i>Please choose a function below</i></p> <p>Enter SSN</p> <p>Application</p> <p>Participation Records</p> <p>Youth Goals</p> <p>Literacy/Numeracy</p> <p>Program Exit/Post Program</p> <p>Client Data (From Idaho Works)</p> <p>Work History (From Idaho Works)</p> <p>Document Tracking</p>
WIA Main Menu								
Client Data Entry								
Locate A Client								
Overview of Client								
Accounting/Payroll								
Reports								
Information								

Enter SSN, click Select Client.

<table border="1"> <tr><td>WIA Main Menu</td></tr> <tr><td>Client Data Entry</td></tr> <tr><td>Locate A Client</td></tr> <tr><td>Overview of Client</td></tr> <tr><td>Accounting/Payroll</td></tr> <tr><td>Reports</td></tr> <tr><td>Information</td></tr> </table>	WIA Main Menu	Client Data Entry	Locate A Client	Overview of Client	Accounting/Payroll	Reports	Information	<p>Enter SOCIAL SECURITY NUMBER</p> <p>(No Spaces or Dashes) <input type="text" value="000000001"/></p> <p><input type="button" value="Select Client"/> <input type="button" value="Reset"/></p>
WIA Main Menu								
Client Data Entry								
Locate A Client								
Overview of Client								
Accounting/Payroll								
Reports								
Information								

Click Add New Assessment Test for (*Client Name Here*) - Doe, John W. (in this example) link.

WIA Main Menu
Client Data Entry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

Literacy Numeracy Assessments for Participant:

Name: DOE, JOHN W SSN: 000000001

- Click on the SSN to edit record.
- Select Tests for Interval - Post Tests.
- Select link at bottom of page grid to add a new assessment.

SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date
< << >> > Page 0 of 0 Add New Assessment Test for - DOE, JOHN W								

Click "Select" link.

WIA Main Menu
Client Data Entry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

Participant Enrollments

Name: DOE, JOHN W SSN: 000000001

Select the enrollment for Literacy/Numeracy Assessments
 - Participant must be out of school and basic skills deficient.

	SSN	Region	App/Det Date	Reg	Prog	Cost Center	Exit	Exit Rsn	Out of School	Basic Skill
Select	000-00-0001	3	1/7/2005	1/7/2005	Y	0030		00	Y	Y
< << >> > Page 1 of 1										

Click Add New Assessment Test for This Enrollment link.

WIA Main Menu
Client Data Entry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

Name: DOE, JOHN W SSN: 000000001

Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y

Literacy/Numeracy Assessments for Enrollment

Edit or Add a New Literacy/Numeracy Initial Assessment Test

Category	Test Type	Functional Area	Pre-Test Date
< << >> > Page 0 of 0 Add New Assessment Test for This Enrollment			

Click the drop down arrow in the Select an Assessment Category box.

WIA Main Menu	Name: DOE, JOHN W SSN: 000000001
Client Data Entry	Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y
Locate A Client	Literacy/Numeracy Initial Assessment
Overview of Client	<hr/>
Accounting/Payroll	Assessment Category: <input type="text" value="Select an Assessment Category"/>
Reports	<hr/>
Information	<i>Select the Assessment Category</i>
	<input type="button" value="Next"/>
	Main Literacy/Numeracy Menu

Select either the Adult Basic Education (ABE) or the English-as-a-Second Language (ESL) Assessment Category.

The ABE and ESL are the two sets of educational functioning areas each consisting of six levels. Each ABE and ESL level describes a set of skills and competencies that students entering at that level demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional, and workplace skills.

WIA Main Menu	Name: DOE, JOHN W SSN: 000000001
Client Data Entry	Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y
Locate A Client	Literacy/Numeracy Initial Assessment
Overview of Client	<hr/>
Accounting/Payroll	Assessment Category: <input type="text" value="Select an Assessment Category"/>
Reports	<hr/>
Information	<input type="text" value="Select an Assessment Category"/> <ul style="list-style-type: none"> Adult Basic Education (ABE) English-As-A-Second Language (ESL) Select an Assessment Category
	<input type="button" value="Next"/>
	Main Literacy/Numeracy Menu

Click the Next button.

WIA Main Menu	Name: DOE, JOHN W SSN: 000000001
Client Data Entry	Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y
Locate A Client	Literacy/Numeracy Initial Assessment
Overview of Client	<hr/>
Accounting/Payroll	Assessment Category: <input type="text" value="Adult Basic Education (ABE)"/>
Reports	<hr/>
Information	<p style="text-align: right; color: red;">Select the Assessment Category</p> <input type="button" value="Next"/>
	Main Literacy/Numeracy Menu

Click the drop down arrow and select a Test Type.

WIA Main Menu	Name: DOE, JOHN W SSN: 000000001
Client Data Entry	Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y
Locate A Client	Literacy/Numeracy Initial Assessment
Overview of Client	<hr/>
Accounting/Payroll	Assessment Category: Adult Basic Education (ABE)
Reports	Test Type: <input type="text" value="Select a Test Type"/>
Information	<hr/>
	<p style="text-align: right; color: red;">Select the Test Type</p> <input type="button" value="Prev"/> <input type="button" value="Next"/>
	Main Literacy/Numeracy Menu

Select the appropriate test (TABE 9-10, CASAS, WorkKeys, Wonderlic or Other Approved Assessment Tool Assessment Category) which corresponds with the one taken by the youth.

WIA Main Menu	Name: DOE, JOHN W SSN: 333333333						
Client Data Entry	Application Date: 1/1/2010 Reg. Date: 1/1/2010 Region: 3 Program: Y						
Locate A Client	Refused Pre-Test: N						
Overview of Client	cv=1						
Accounting/Payroll	Literacy/Numeracy Initial Assessment						
Reports	<hr/>						
Information	<i>Assessment Category:</i> Adult Basic Education (ABE)						
	<i>Test Type:</i> <input type="text" value="TABE 9-10"/>						
	<table border="1"> <tr><td>TABE 9-10</td></tr> <tr><td>TABE 9-10</td></tr> <tr><td>CASAS</td></tr> <tr><td>WorkKeys</td></tr> <tr><td>Wonderlic</td></tr> <tr><td>Other Approved Assessment Tool</td></tr> </table>	TABE 9-10	TABE 9-10	CASAS	WorkKeys	Wonderlic	Other Approved Assessment Tool
TABE 9-10							
TABE 9-10							
CASAS							
WorkKeys							
Wonderlic							
Other Approved Assessment Tool							
	Main Literacy/Numeracy Menu						

Click the Next button.

WIA Main Menu	Name: DOE, JOHN W SSN: 333333333
Client Data Entry	Application Date: 1/1/2010 Reg. Date: 1/1/2010 Region: 3 Program: Y
Locate A Client	Refused Pre-Test: N
Overview of Client	cv=1
Accounting/Payroll	Literacy/Numeracy Initial Assessment
Reports	<hr/>
Information	<i>Assessment Category:</i> Adult Basic Education (ABE)
	<i>Test Type:</i> <input type="text" value="TABE 9-10"/>
	<p style="text-align: right;">Select the Test Type</p> <p style="text-align: right;"><input type="button" value="Prev"/> <input type="button" value="Next"/></p>
	Main Literacy/Numeracy Menu

Click the drop down arrow and Select the Reading/Literacy, Language, or Mathematics Assessment Functional Area.

Click the Next button.

Name: DOE, JOHN W **SSN:** 333333333

Application Date: 1/1/2010 **Reg. Date:** 1/1/2010 **Region:** 3 **Program:** Y

Refused Pre-Test: N

cv=1cv=1

Literacy/Numeracy Initial Assessment

Assessment Category: Adult Basic Education (ABE)

Test Type: TABE 9-10

Assessment Functional Area: Reading/Literacy

Reading/Literacy
Language
Mathematics

Assessment Functional Area

Prev Next

[Main Literacy/Numeracy Menu](#)

Enter the Test Date and Test Score.

Note: The Initial Assessment or Pre-test must be completed within 60 days of the enrollment date or have been done at least six months before date of enrollment.

Select the appropriate Educational Functioning Level.

WIA Main Menu	Name: DOE, JOHN W SSN: 333333333
Client Data Entry	Application Date: 1/1/2010 Reg. Date: 1/1/2010 Region: 3 Program: Y
Locate A Client	Refused Pre-Test: N
Overview of Client	cv=1cv=1cv=1
Accounting/Payroll	Literacy/Numeracy Initial Assessment
Reports	
Information	

Assessment Category: Adult Basic Education (ABE)
Test Type: TABE 9-10
Assessment Functional Area: Reading/Literacy
Test Date:
Test Score:
Educ. Functioning Level:

[Main Litera](#)

- Beginning ABE Literacy
- Beginning Basic ABE
- Low Intermediate ABE
- High Intermediate ABE
- Low Adult Secondary Education
- High Adult Secondary Education
- Select an Educational Functioning Level

Select the applicable Educational Functioning Level by the score obtained utilizing the table below. The scoring of many assessment tools in common use, such as the TABE (which is used predominantly here in Idaho), correspond to these ABE levels, while numerous standardized ESL tests, such as CASAS, BEST Plus, and BEST Literacy correspond in their scoring to the ESL Educational Functioning Levels.

Educational Functioning Level	Test Benchmarks
Adult Basic Education	
Beginning ABE Literacy	TABE (7–8 and 9–10) scale scores (grade level 0–1.9): Reading: 367 and below Total Math: 313 and below Language: 389 and below CASAS scale scores: Reading: 200 and below Math: 200 and below Writing: 200 and below
Beginning Basic Education	TABE (7–8 and 9–10) scale scores (grade level 2–3.9): Reading: 368–460 Total Math: 314–441

	<p>Language: 390–490</p> <p>CASAS scale scores: Reading: 201–210 Math: 201–210 Writing: 201–225</p>
Low Intermediate Basic Education	<p><i>TABE (7–8 and 9–10) scale scores (grade level 4–5.9):</i> Reading: 461–517 Total Math: 442–505 Language: 491–523</p> <p>CASAS scale scores: Reading: 211–220 Math: 211–220 Writing: 226–242</p> <p><i>Wonderlic</i> Verbal 175–255 Quantitative 170–245</p>
High Intermediate Basic Education	<p><i>TABE (7–8 and 9–10) scale scores (grade level 6–8.9):</i> Reading: 518–566 Total Math: 506–565 Language: 524–559</p> <p>CASAS scale scores: Reading: 221–235 Math: 221–235 Writing: 243–260</p> <p><i>WorkKeys scale scores:</i> Reading for Information: 75–78 Writing: 75–77 Applied Mathematics: 75–77</p> <p><i>Wonderlic</i> Verbal 260 - 340 Quantitative 250 – 325</p>
Low Adult Secondary Education	<p><i>TABE (7–8 and 9–10): scale scores (grade level 9–10.9):</i> Reading: 567–595 Total Math: 566–594 Language: 560–585</p> <p>CASAS scale scores: Reading: 236–245 Math: 236–245 Writing: 261–270</p> <p><i>WorkKeys scale scores:</i> Reading for Information: 79–81 Writing: 78–85 Applied Mathematics: 78–81</p> <p><i>Wonderlic</i> Verbal 345–500 Quantitative 330–500</p>
High Adult Secondary Education	<p><i>TABE (7–8 and 9–10): scale scores (grade level 11–12):</i> Reading: 596 and above</p>

	<p>Total Math: 595 and above Language: 586 and above</p> <p><i>CASAS scale scores:</i> Reading: 246 and above Math: 246 and above Writing: 271 and above</p> <p><i>WorkKeys scale scores:</i> Reading for Information: 82–90 Writing: 86–90 Applied Mathematics: 82–90</p>
English as a Second Language	
Beginning ESL Literacy	<p><i>CASAS scale scores:</i> Reading: 180 and below Listening: 180 and below</p> <p><i>BEST Plus:</i> 400 and below (SPL 0–1) <i>BEST Literacy:</i> 0–20 (SPL 0–1)</p> <p><i>TABE CLASE-E scale scores:*</i> Total Reading and Writing: 225-394 Total Listening and Speaking: 230-407</p>
Low Beginning ESL	<p><i>CASAS scale scores</i> Reading: 181–190 Listening: 181–190 Writing: 136–145</p> <p><i>BEST Plus:</i> 401–417 (SPL 2) <i>BEST Literacy:</i> 21-52 (SPL 2)</p> <p><i>TABE CLASE-E scale scores:*</i> Total Reading and Writing: 395-441 Total Listening and Speaking: 408-449</p>
High Beginning ESL	<p><i>CASAS scale scores</i> Reading: 191–200 Listening: 191–200 Writing: 146–200</p> <p><i>BEST Plus:</i> 418–438 (SPL 3) <i>BEST Literacy:</i> 53–63 (SPL 3)</p> <p><i>TABE CLASE-E scale scores:*</i> Total Reading and Writing: 442-482 Total Listening and Speaking: 450-485</p>
Low Intermediate ESL	<p><i>CASAS scale scores:</i> Reading: 201–210 Listening: 201–210 Writing: 201–225</p> <p><i>BEST Plus:</i> 439–472 (SPL 4) <i>BEST Literacy:</i> 64– 67 (SPL 4)</p> <p><i>TABE CLASE-E scale scores:*</i> Total Reading and Writing: 483-514 Total Listening and Speaking: 486-525</p>
High Intermediate ESL	<i>CASAS scale scores:</i>

	Reading: 211–220 Listening: 211–220 Writing: 226–242 <i>BEST Plus:</i> 473–506 (SPL 5) <i>BEST Literacy:</i> 68-75 (SPL 6) <i>TABE CLASE-E scale scores:*</i> Total Reading and Writing: 515-556 Total Listening and Speaking: 526-558
Advanced ESL	<i>CASAS scale scores:</i> Reading: 221–235 Listening: 221–235 Writing: 243–260 <i>BEST Plus:</i> 507–540 (SPL 6) <i>BEST Literacy:</i> 76-78 (SPL 6) ** <i>TABE CLASE-E scale scores:*</i> Total Reading and Writing: 557-600 Total Listening and Speaking: 559-600

Once the appropriate Educational Functioning Level has been selected, click the Save button.

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p>Name: DOE, JOHN W SSN: 000000001</p> <p>Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y</p> <p>Literacy/Numeracy Initial Assessment</p> <hr/> <p><i>Assessment Category:</i> Adult Basic Education (ABE) <i>Test Type:</i> TABE 7-8, 9-10 <i>Assessment Functional Area:</i> Reading/Literacy <i>Test Date:</i> <input type="text" value="1/8/2005"/> <i>Test Score:</i> <input type="text" value="20"/> <i>Educ. Functioning Level:</i> <input type="text" value="Beginning ABE Literacy"/></p> <hr/> <p style="text-align: right;">Enter/Edit Pre-test Information</p> <p style="text-align: right;"><input type="button" value="Prev"/> <input type="button" value="Save"/></p> <p style="text-align: center;">Main Literacy/Numeracy Menu</p>
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The Literacy/Numeracy Initial Assessment has been successfully entered.

WIA Main Menu	Name: DOE, JOHN W SSN: 333333333
Client Data Entry	Application Date: 1/1/2010 Reg. Date: 1/1/2010 Region: 3 Program: Y
Locate A Client	Refused Pre-Test: N
Overview of Client	cv=1cv=1cv=1
Accounting/Payroll	Literacy/Numeracy Initial Assessment
Reports	<hr/>
Information	Literacy/Numeracy information successfully saved. 3/16/2010 3:27:50 PM
	<hr/>
Assessment Category:	Adult Basic Education (ABE)
Test Type:	TABE 9-10
Assessment Functional Area:	Reading/Literacy
Test Date:	<input type="text" value="1/1/2010"/>
Test Score:	<input type="text" value="20"/>
Educ. Functioning Level:	<input type="text" value="Beginning ABE Literacy"/>
	<hr/>
	After the initial assessment has been administered, click in the box below to indicate if the participant did not complete or refused testing.
	<input type="checkbox"/> - Did not complete / Refused Post Test
	Notes:
	<input type="text"/>

If the Literacy/Numeracy Initial Test score indicates the participant is not basic skill deficient, the participant will be excluded from the Literacy/Numeracy common measure. This action will remove the individual from all the Lit/Num DQRs.

The following pop-up will appear:

Name: A, A A SSN: 111111111	
Application Date: 5/1/2010 Reg. Date: 5/1/2010 Region: 3 Program: Y	
Refused Pre-Test: N	
Literacy/Numeracy Initial Assessment	
<hr/>	
*** Participant has met or is above target level.	
The test score entered for the selected Assessment Category indicates the participant is not basic skills deficient, therefore the participant will be excluded from the Literacy/Numeracy common measure.	
Assessment Category:	Adult Basic Education (ABE)
Test Type:	TABE 9-10
Assessment Functional Area:	Reading/Literacy
Test Date:	<input type="text" value="5/2/2010"/>
Test Score:	<input type="text" value="586"/>
Educ. Functioning Level:	<input type="text" value="Low Adult Secondary Education"/>
<hr/>	
After the initial assessment has been administered, click in the box below to indicate if the participant did not complete or refused testing.	
<input type="checkbox"/> - Did not complete / Refused Post Test	
Notes:	
<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	
<hr/>	
Enter/Edit Pre-test Information	
<input type="button" value="Prev"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>	

Click Main Literacy/Numeracy Menu link to return to the first Literacy/Numeracy menu and review your work.

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p>Name: DOE, JOHN W SSN: 000000001</p> <p>Application Date: 1/7/2005 Reg. Date: 1/7/2005 Region: 3 Program: Y</p> <p>Literacy/Numeracy Initial Assessment</p> <hr/> <p style="color: red;">Assessment already exists.</p> <hr/> <p><i>Assessment Category:</i> Adult Basic Education (ABE) <i>Test Type:</i> TABE 7-8, 9-10 <i>Assessment Functional Area:</i> Reading/Literacy <i>Test Date:</i> <input type="text" value="1/8/2005"/> <i>Test Score:</i> <input type="text" value="20"/> <i>Educ. Functioning Level:</i> <input type="text" value="Beginning ABE Literacy"/></p> <p style="text-align: right; color: red;">Enter/Edit Pre-test Information</p> <p style="text-align: right;"> <input type="button" value="Prev"/> <input type="button" value="Save"/> </p> <p style="text-align: center;">Main Literacy/Numeracy Menu</p>
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NOTE – If after the initial assessment has been administered, the individual did not complete the Post-test within 12 months of registration, dropped out of the program or refused testing, complete the following:

Click the SSN link in the table below.

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p>Literacy Numeracy Assessments for Participant:</p> <p>Name: DOE, JOHN W SSN: 000000001</p> <ul style="list-style-type: none"> - Click on the SSN to edit record. - Select Tests for Interval - Post Tests. - Select link at bottom of page grid to add a new assessment. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>SSN</th> <th>Region</th> <th>App/Det Date</th> <th>Reg</th> <th>Prog</th> <th>Assessment Category</th> <th>Assessment Type</th> <th>Functional Area</th> <th>Pre-Test Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Tests</td> <td>000-00-0001</td> <td>3</td> <td>1/7/2005</td> <td>1/7/2005</td> <td>Y</td> <td>Adult Basic Education (ABE)</td> <td>TABE 7-8, 9-10</td> <td>Reading/Literacy</td> <td>1/8/2005</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value=" <"/> <input type="button" value="<<"/> <input type="button" value=">>"/> <input type="button" value="> "/> Page 1 of 1 </p> <p style="text-align: center;">Add New Assessment Test for - DOE, JOHN W</p>		SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date	Tests	000-00-0001	3	1/7/2005	1/7/2005	Y	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	1/8/2005
	SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date												
Tests	000-00-0001	3	1/7/2005	1/7/2005	Y	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	1/8/2005												

Click in the Did not complete / Refused Post Test box and add notes (if desired) and then click the Save button.

WIA Main Menu	Name: DOE, JOHN J SSN: 000000001
Client Data Entry	Application Date: 3/1/2006 Reg. Date: 3/1/2006 Region: 3 Program: Y
Locate A Client	Literacy/Numeracy Initial Assessment
Overview of Client	<hr/>
Accounting/Payroll	Assessment Category: Adult Basic Education (ABE)
Reports	Test Type: TABE 7-8, 9-10
Information	Assessment Functional Area: Reading/Literacy
	Test Date: <input type="text" value="3/10/2006"/>
	Test Score: <input type="text" value="360"/>
	Educ. Functioning Level: <input type="text" value="Beginning ABE Literacy"/>
	<hr/>
	<p>After the initial assessment has been administered, click in the box below to indicate if the participant did not complete or refused testing.</p>
	<input checked="" type="checkbox"/> - Did not complete / Refused Post Test
	Notes:
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	<hr/>
	Enter/Edit Pre-test Information
	<input type="button" value="Prev"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>
	Main Literacy/Numeracy Menu Literacy/Numeracy Interval - Post Tests

B. Add an Interval or Post Test

To add an Interval or Post Test:

- Click Client Data Entry
- Click Literacy/Numeracy
- Enter SSN
- Click Select Client
- Click the Tests Link

<div style="border: 1px solid blue; padding: 2px;"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information </div>	<p>Literacy Numeracy Assessments for Participant:</p> <p>Name: DOE, JOHN W SSN: 000000001</p> <p style="color: red;">- Click on the SSN to edit record. - Select Tests for Interval - Post Tests. - Select link at bottom of page grid to add a new assessment.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>SSN</th> <th>Region</th> <th>App/Det Date</th> <th>Reg</th> <th>Prog</th> <th>Assessment Category</th> <th>Assessment Type</th> <th>Functional Area</th> <th>Pre-Test Date</th> </tr> </thead> <tbody> <tr> <td style="color: blue; text-decoration: underline;">Tests</td> <td style="color: blue; text-decoration: underline;">000-00-0001</td> <td style="color: blue; text-decoration: underline;">3</td> <td style="color: blue; text-decoration: underline;">1/7/2005</td> <td style="color: blue; text-decoration: underline;">1/7/2005</td> <td style="color: blue; text-decoration: underline;">Y</td> <td style="color: blue; text-decoration: underline;">Adult Basic Education (ABE)</td> <td style="color: blue; text-decoration: underline;">TABE 7-8, 9-10</td> <td style="color: blue; text-decoration: underline;">Reading/Literacy</td> <td style="color: blue; text-decoration: underline;">1/8/2005</td> </tr> </tbody> </table> <p style="text-align: center;"> < << >> > Page 1 of 1 Add New Assessment Test for - DOE, JOHN W </p>	SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date	Tests	000-00-0001	3	1/7/2005	1/7/2005	Y	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	1/8/2005
SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date												
Tests	000-00-0001	3	1/7/2005	1/7/2005	Y	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	1/8/2005											

Click the Add Test to this Enrollment link to add the Interval or Post-Test.

<div style="border: 1px solid blue; padding: 2px;"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information </div>	<p>Name: DOE, JOHN W SSN: 000000001</p> <p>Reg. Date: 1/7/2005 Determ. Date: 1/7/2005 Wib: 3 Title: Y</p> <p>Literacy/Numeracy Interval - Post Tests</p> <p style="color: red;">Edit or Add a New Literacy/Numeracy Assessment Test</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Category</th> <th>Test Type</th> <th>Functional Area</th> <th>Test Date</th> <th>Score</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;"> < << >> > Page 0 of 0 Add Test to this Enrollment </td> </tr> </tbody> </table> <p style="text-align: center;"> Main Literacy/Numeracy Menu Literacy/Numeracy Assessment </p>	Category	Test Type	Functional Area	Test Date	Score	Level	 < << >> > Page 0 of 0 Add Test to this Enrollment					
Category	Test Type	Functional Area	Test Date	Score	Level								
 < << >> > Page 0 of 0 Add Test to this Enrollment													

Add the Test Date and the Test Score.
 Select an Educational Functioning Level (refer to pages 11 and 12 for detailed information on Educational Functioning Levels for each assessment results).

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p>Name: DOE, JOHN W SSN: 000000001</p> <p>Reg. Date: 1/7/2005 Determ. Date: 1/7/2005 Wib: 3 Title: Y</p> <p>Literacy/Numeracy Assessment Test</p> <hr/> <p>Assessment Category: Adult Basic Education (ABE) Test Type: TABE 7-8, 9-10 Assessment Functional Area: Reading/Literacy Pre-test: 1/8/2005 - 20 - Beginning ABE Literacy Did not complete / Refused Post Test: N</p> <hr/> <p>Test Date: <input type="text" value="9/1/2005"/> Test Score: <input type="text" value="20"/> Educ. Functioning Level: <input type="text" value="Select an Educational Functioning Level"/></p> <hr/> <p>Main Literacy/Numeracy Menu</p>
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Information

Save

Post Tests

Click the Save button.

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p>Name: DOE, JOHN W SSN: 000000001</p> <p>Reg. Date: 1/7/2005 Determ. Date: 1/7/2005 Wib: 3 Title: Y</p> <p>Literacy/Numeracy Assessment Test</p> <hr/> <p>Assessment Category: Adult Basic Education (ABE) Test Type: TABE 7-8, 9-10 Assessment Functional Area: Reading/Literacy Pre-test: 1/8/2005 - 20 - Beginning ABE Literacy Did not complete / Refused Post Test: N</p> <hr/> <p>Test Date: <input type="text" value="9/1/2005"/> Test Score: <input type="text" value="20"/> Educ. Functioning Level: <input type="text" value="Beginning ABE Literacy"/></p> <hr/> <p style="text-align: right;">Enter/Edit Test Information</p> <p style="text-align: right;">Save</p> <p>Main Literacy/Numeracy Menu Literacy/Numeracy Assessment Interval - Post Tests</p>
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Follow the instructions above to add additional Interval or Post Tests.

Your Interval or Post Test has been added.

Click Main Literacy/Numeracy Menu to return to the Main Menu.
Click SSN link to return to the Initial Assessment Pre-Test.

WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information	<p>Literacy Numeracy Assessments for Participant:</p> <p>Name: DOE, JOHN J SSN: 000000001</p> <p style="color: red;">- Click on the SSN to edit record. - Select Tests for Interval - Post Tests. - Select link at bottom of page grid to add a new assessment.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>SSN</th> <th>Region</th> <th>App/Det Date</th> <th>Reg</th> <th>Prog</th> <th>Assessment Category</th> <th>Assessment Type</th> <th>Functional Area</th> <th>Pre-Test Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Tests</td> <td>000-00-0001</td> <td>3</td> <td>3/1/2006</td> <td>3/1/2006</td> <td>Y</td> <td>Adult Basic Education (ABE)</td> <td>TABE 7-8, 9-10</td> <td>Reading/Literacy</td> <td>3/10/2006</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value=" <"/> <input type="button" value="<<"/> <input type="button" value=">>"/> <input type="button" value="> "/> Page 1 of 1 </p> <p style="text-align: center; color: purple;"> Add New Assessment Test for - DOE, JOHN J </p>		SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date	Tests	000-00-0001	3	3/1/2006	3/1/2006	Y	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	3/10/2006
	SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date												
Tests	000-00-0001	3	3/1/2006	3/1/2006	Y	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	3/10/2006												

Click Literacy/Numeracy Interval - Post Test to review, edit or add another Interval test or to complete the Post Test if not already taken.
Click Interval - Post Tests to return to the Interval - Post Test screen.

WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information	<p>Name: DOE, JOHN J SSN: 000000001</p> <p>Application Date: 3/1/2006 Reg. Date: 3/1/2006 Region: 3 Program: Y</p> <p>Literacy/Numeracy Initial Assessment</p> <hr/> <p>Assessment Category: Adult Basic Education (ABE) Test Type: TABE 7-8, 9-10 Assessment Functional Area: Reading/Literacy Test Date: <input type="text" value="3/10/2006"/> Test Score: <input type="text" value="360"/> Educ. Functioning Level: <input type="text" value="Beginning ABE Literacy"/></p> <hr/> <p style="color: blue;">After the initial assessment has been administered, click in the box below to indicate if the participant did not complete or refused testing.</p> <p><input type="checkbox"/> - Did not complete / Refused Post Test</p> <p>Notes:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <hr/> <p style="text-align: right; color: red;">Enter/Edit Pre-test Information</p> <p style="text-align: right;"> <input type="button" value="Prev"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> </p> <p style="text-align: center;"> Main Literacy/Numeracy Menu Literacy/Numeracy Interval - Post Tests </p>
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III. LITERACY / NUMERACY REPORTS

Click Reports and then click Literacy / Numeracy.



Click the dropdown box and select the applicable report you want to run.

A. Literacy/Numeracy Pre-Test Missing

Click the Literacy/Numeracy Pre-Test Missing Field.

The screenshot shows the 'WIA Literacy / Numeracy Report' form. The 'Report Type' dropdown is set to 'Literacy / Numeracy Pre-Test Missing', and its menu is open, showing options: 'Literacy / Numeracy Pre-Test Missing' (selected), 'Literacy / Numeracy not Attained', 'Literacy / Numeracy Pending Exams within next 3 Months', 'Literacy / Numeracy Past Due', 'Literacy / Numeracy Review', and 'Basic Skills Deficient/Proficient'. Below the dropdown, there are fields for 'Start Date' and 'End Date' with a note: 'Start Date and End Date represent a date range in which the registration was active.' There are two checkboxes: 'Exclude Enrollments starting before Start Date' (checked) and 'Exclude: Did not complete / Refused Post Test (Not Applicable for Missing Pre-test)' (checked). Another checkbox is 'Exclude: Refused Pre-Test (Only Applicable for Missing Pre-test)' (checked). At the bottom is a 'Generate' button.

Complete the fields desired, keeping in mind the more parameters selected, the narrower the report outcome. To get the most current information, leave the End Date field blank. Click the Generate button to generate the report.

A list of Out of School, Basic Skills Deficient Youth that have not completed a Pre - Test Initial Assessment will be generated.

To enter the Initial Assessment or Pre - Test, click on the Select link next to corresponding SSN.

WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information	<h2 style="margin: 0;">WIA Literacy / Numeracy Report</h2> <h3 style="margin: 0;">Enrollments with Literacy / Numeracy Pre-Test Missing</h3>
---	--

	SSN	Name	Region	App/Det Date	Reg	Prog	Exit	Exit Rsn	Out of School	Basic Skill
Select			3	2/16/2006	3/19/2006	Y		00	Y	Y
Select			3	3/9/2006	3/17/2006	Y		00	Y	Y
Select			3	3/14/2006	3/16/2006	Y		00	Y	Y
Select			3	2/24/2006	3/7/2006	Y		00	Y	Y
Select			3	1/31/2006	2/8/2006	Y		00	Y	Y
Select			3	2/2/2006	2/3/2006	Y		00	Y	Y
Select			3	1/20/2006	1/27/2006	Y		00	Y	Y
Select			3	1/19/2006	1/20/2006	Y		00	Y	Y
Select			3	12/12/2005	12/27/2005	Y		00	Y	Y

Total: 9 [Change Criteria](#)

Click the Add New Assessment Test for This Enrollment link.

WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information	<p>Name: SSN:</p> <p>Application Date: 2/16/2006 Reg. Date: 3/19/2006 Region: 3 Program: Y</p> <p>Literacy/Numeracy Assessments for Enrollment</p> <p style="color: red;">Edit or Add a New Literacy/Numeracy Initial Assessment Test</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Category</th> <th style="width: 25%;">Test Type</th> <th style="width: 25%;">Functional Area</th> <th style="width: 25%;">Pre-Test Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <</td> <td style="text-align: center;"><<</td> <td style="text-align: center;">>></td> <td style="text-align: center;">> </td> </tr> </tbody> </table> <p style="text-align: right;">Page 0 of 0</p> <p style="text-align: center;">Add New Assessment Test for This Enrollment</p>	Category	Test Type	Functional Area	Pre-Test Date	<	<<	>>	>
Category	Test Type	Functional Area	Pre-Test Date						
<	<<	>>	>						

Follow the appropriate steps as listed in Section I and complete the necessary fields as described above to add the test.

Once the test has been added, the individual will be removed from the Pre-Test Missing report.

B. Literacy/Numeracy Not Attained Report

Click Reports and then click Literacy / Numeracy.

Click the dropdown box and select the 'Literacy/Numeracy Not Attained' Field for those Youth who have not completed an Interval or Post Test.

Complete the fields desired, keeping in mind the more parameters selected, the narrower the report outcome. To get the most current information, leave the End Date field blank. Click the Generate button to generate the report.

The screenshot shows a web form titled "WIA Literacy / Numeracy Report". The form includes several fields and options:

- Report Type:** A dropdown menu with "Literacy / Numeracy Pre-Test Missing" selected. A dropdown menu is also open below it, showing options: "Literacy / Numeracy Pre-Test Missing", "Literacy / Numeracy not Attained" (highlighted), "Literacy / Numeracy Pending Exams within next 3 Months", "Literacy / Numeracy Past Due", "Literacy / Numeracy Review", and "Basic Skills Deficient/Proficient".
- Report Selection:** A label next to the dropdown menu.
- Start Date:** A text input field. Below it, a note states: "Start Date and End Date represent a date range in which the registration was active."
- Exclude Enrollments starting before Start Date:** A checked checkbox.
- Region:** A dropdown menu with "Select Region (Optional)" selected.
- Site:** A dropdown menu with "Select Site (Optional)" selected.
- Program:** A dropdown menu with "Youth" selected.
- Project:** A dropdown menu with "Select Project (Optional)" selected.
- Case Manager:** A text input field.
- Age:** Two text input fields labeled "Min:" and "Max:".
- Exclude: Did not complete / Refused Post Test:** A checked checkbox with the note "(Not Applicable for Missing Pre-test)" below it.
- Exclude: Refused Pre-Test:** A checked checkbox with the note "(Only Applicable for Missing Pre-test)" below it.
- Generate:** A button at the bottom of the form.

A list of Out of School, Basic Skills Deficient Youth that have not completed an Interval or Post Test or have not attained their Literacy/Numeracy levels within the required year will be generated.

To Edit or Add an Interval or Post Test and show attainment of their Literacy/Numeracy levels within the required year, click on the Select link next to the corresponding SSN.

WIA Literacy / Numeracy Report

Literacy / Numeracy Levels Not Attained

	SSN	Name Test - Category / Type / Area	Region	Reg	Pre-Test / 1st Year	2nd Year / 3rd Year
Select	000-00-0001	DOE, JOHN J Adult Basic Education (ABE) / TABE 7-8, 9-10 / Reading/Literacy	3	3/1/2006	Beginning ABE Literacy / Beginning Basic ABE	No 2nd Year Tests / No 3rd Year Tests
<small>Attainment is reached when the final test result is Low Adult Secondary Education / Low Advanced ESL or higher.</small>						
Total: 1 Change Criteria						

Now click the Edit link.

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p>Name: DOE, JOHN J SSN: 000000001</p> <p>Application Date: 3/1/2006 Reg. Date: 3/1/2006 Region: 3 Program: Y</p> <p>Literacy/Numeracy Assessments for Enrollment</p> <p style="color: red;">Edit or Add a New Literacy/Numeracy Initial Assessment Test</p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Test Type</th> <th>Functional Area</th> <th>Pre-Test Date</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Adult Basic Education (ABE)</td> <td>TABE 7-8, 9-10</td> <td>Reading/Literacy</td> <td>3/10/2006</td> </tr> </tbody> </table> <p style="text-align: center;"> < << >> > Page 1 of 1 </p> <p style="text-align: center;">Add New Assessment Test for This Enrollment</p>		Category	Test Type	Functional Area	Pre-Test Date	Edit	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	3/10/2006
	Category	Test Type	Functional Area	Pre-Test Date							
Edit	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	3/10/2006							

Scroll to the bottom and click on the Literacy/Numeracy Interval - Post Tests link.

WIA Main Menu
Client Data Entry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

Name: DOE, JOHN J SSN: 000000001

Application Date: 3/1/2006 Reg. Date: 3/1/2006 Region: 3 Program: Y

Literacy/Numeracy Initial Assessment

Assessment Category: Adult Basic Education (ABE)
Test Type: TABE 7-8, 9-10
Assessment Functional Area: Reading/Literacy
Test Date:
Test Score:
Educ. Functioning Level:

After the initial assessment has been administered, click in the box below to indicate if the participant did not complete or refused testing.

- Did not complete / Refused Post Test

Notes:

Enter/Edit Pre-test Information

[Main Literacy/Numeracy Menu](#) [Literacy/Numeracy Interval - Post Tests](#)

Click the Add Test to this Enrollment link and add either the Interval or Post Test.

WIA Main Menu
Client Data Entry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

Name: DOE, JOHN J SSN: 000000001

Reg. Date: 3/1/2006 Determ. Date: 3/1/2006 Wib: 3 Title: Y

Literacy/Numeracy Interval - Post Tests

Edit or Add a New Literacy/Numeracy Assessment Test

	Category	Test Type	Functional Area	Test Date	Score	Level
Edit	Adult Basic Education (ABE)	TABE 7-8, 9-10	Reading/Literacy	4/1/2006	400	Beginning Basic ABE

Page 1 of 1

[Add Test to this Enrollment](#)

[Main Literacy/Numeracy Menu](#) [Literacy/Numeracy Assessment](#)

C. Literacy/Numeracy Pending Exams Within Next 3 Months Report

Click Reports and then click Literacy / Numeracy.

Click the dropdown box and select the Literacy/Numeracy Pending Exams within next 3 Months for those Youth who have exams pending within the next 3 Months.

Complete the fields desired, keeping in mind the more parameters selected, the arrower the report outcome. To get the most current information, leave the End Date field blank. Click the Generate button to generate the report.

WIA Literacy / Numeracy Report

Report Type:

Report Selection:

Start Date:
Start Date and End Date represent a date range in which the registration was active.

Exclude Enrollments starting before Start Date

Region:

Site:

Program:

Project:

Case Manager:

Age: Min: Max:

Exclude: Did not complete / Refused Post Test
(Not Applicable for Missing Pre-test)

Exclude: Refused Pre-Test
(Only Applicable for Missing Pre-test)

A list of Out of School, Basic Skills Deficient Youth that have not completed an Interval or Post Test or have not attained their Literacy/Numeracy levels within the required year will be generated.

To Edit or Add an Interval or Post Test and show attainment of their Literacy/Numeracy levels within the required year, click on the Select link next to the corresponding SSN.

WIA Literacy / Numeracy Report						
Literacy / Numeracy Pending Exams within next 3 Months						
	SSN	Name Test - Category / Type / Area	Region	Reg	Pre-Test / 1st Year	2nd Year / 3rd Year
Select	000-00-0002	DOE, JANE W Adult Basic Education (ABE) / TABE 7-8, 9-10 / Mathematics	3	1/1/2005	Beginning ABE Literacy / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests
Attainment is reached when the final test result is Low Adult Secondary Education / Low Advanced ESL or higher.						
Total: 1 Change Criteria						

Now click on the Edit link next to the appropriate Category.

WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information	<p>Name: DOE, JANE W SSN: 000000002</p> <p>Application Date: 1/1/2005 Reg. Date: 1/1/2005 Region: 3 Program: Y</p> <p>Literacy/Numeracy Assessments for Enrollment</p> <p style="color: red;">Edit or Add a New Literacy/Numeracy Initial Assessment Test</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Category</th> <th style="width: 20%;">Test Type</th> <th style="width: 20%;">Functional Area</th> <th style="width: 25%;">Pre-Test Date</th> </tr> </thead> <tbody> <tr style="background-color: #e0f2f1;"> <td style="text-align: center;">Edit</td> <td>Adult Basic Education (ABE)</td> <td>TABE 7-8, 9-10</td> <td>Mathematics</td> <td>2/2/2005</td> </tr> </tbody> </table> <p style="text-align: center;"> < << >> > Page 1 of 1 </p> <p style="text-align: center;">Add New Assessment Test for This Enrollment</p>		Category	Test Type	Functional Area	Pre-Test Date	Edit	Adult Basic Education (ABE)	TABE 7-8, 9-10	Mathematics	2/2/2005
	Category	Test Type	Functional Area	Pre-Test Date							
Edit	Adult Basic Education (ABE)	TABE 7-8, 9-10	Mathematics	2/2/2005							

Click on the Literacy/Numeracy Interval - Post Tests link at the bottom of the page.

WIA Main Menu	Name: DOE, JANE W SSN: 000000002
Client Data Entry	Application Date: 1/1/2005 Reg. Date: 1/1/2005 Region: 3 Program: Y
Locate A Client	Literacy/Numeracy Initial Assessment
Overview of Client	<hr/>
Accounting/Payroll	Assessment Category: Adult Basic Education (ABE)
Reports	Test Type: TABE 7-8, 9-10
Information	Assessment Functional Area: Mathematics
	Test Date: <input type="text" value="2/2/2005"/>
	Test Score: <input type="text" value="60"/>
	Educ. Functioning Level: <input type="text" value="Beginning ABE Literacy"/>
	<hr/>
	After the initial assessment has been administered, click in the box below to indicate if the participant did not complete or refused testing.
	<input type="checkbox"/> - Did not complete / Refused Post Test
	Notes:
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	<hr/>
	Enter/Edit Pre-test Information
	<input type="button" value="Prev"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>
	Main Literacy/Numeracy Menu Literacy/Numeracy Interval - Post Tests

Click Add Test to this Enrollment.

WIA Main Menu	Name: DOE, JANE W SSN: 000000002																		
Client Data Entry	Reg. Date: 1/1/2005 Determ. Date: 1/1/2005 Wib: 3 Title: Y																		
Locate A Client	Literacy/Numeracy Interval - Post Tests																		
Overview of Client	Edit or Add a New Literacy/Numeracy Assessment Test																		
Accounting/Payroll	<table border="1"> <thead> <tr> <th>Category</th> <th>Test Type</th> <th>Functional Area</th> <th>Test Date</th> <th>Score</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td> <</td> <td><<</td> <td>>></td> <td>> </td> <td colspan="2">Page 0 of 0</td> </tr> <tr> <td colspan="6" style="text-align: center;">Add Test to this Enrollment</td> </tr> </tbody> </table>	Category	Test Type	Functional Area	Test Date	Score	Level	<	<<	>>	>	Page 0 of 0		Add Test to this Enrollment					
Category	Test Type	Functional Area	Test Date	Score	Level														
<	<<	>>	>	Page 0 of 0															
Add Test to this Enrollment																			
Reports																			
Information																			

[Main Literacy/Numeracy Menu](#) [Literacy/Numeracy Assessment](#)

Fill out the completed test information, click the Save button and your client will be removed from the Literacy/Numeracy Pending Exams within next 3 Months report.

WIA Main Menu	Name: DOE, JANE W SSN: 000000002
Client Data Entry	Reg. Date: 1/1/2005 Determ. Date: 1/1/2005 Wib: 3 Title: Y
Locate A Client	Literacy/Numeracy Assessment Test
Overview of Client	
Accounting/Payroll	
Reports	
Information	

Assessment Category: Adult Basic Education (ABE)
Test Type: TABE 7-8, 9-10
Assessment Functional Area: Mathematics
Pre-test: 2/2/2005 - 60 - Beginning ABE Literacy
Did not complete / Refused Post Test: N

Test Date:
Test Score:
Educ. Functioning Level:

[Enter/Edit Test Information](#)

[Main Literacy/Numeracy Menu](#) [Literacy/Numeracy Assessment](#) [Interval - Post Tests](#)

D. Literacy/Numeracy Past Due Report

Click Reports and then click Literacy / Numeracy.

Click the dropdown box and select the Literacy/Numeracy Past Due Report for those Youth who are past the due date for their Interval - Post Tests.

Complete the fields desired, keeping in mind the more parameters selected, the narrower the report outcome. To get the most current information, leave the End Date field blank. Click the Generate button to generate the report.

WIA Literacy / Numeracy Report

Report Type:

Report Selection:

Start Date:

Start Date and End Date represent a date range in which the registration was active.

Exclude Enrollments starting before Start Date

Region:

Site:

Program:

Project:

Case Manager:

Age: Min: Max:

Exclude: Did not complete / Refused Post Test
(Not Applicable for Missing Pre-test)

Exclude: Refused Pre-Test
(Only Applicable for Missing Pre-test)

A list of all required tests will be generated, including the 1st Year, 2nd Year and 3rd year Interval and Post Tests.

WIA Literacy / Numeracy Report						
Literacy / Numeracy Past Due						
	SSN	Name Test - Category / Type / Area	Region	Reg	Pre-Test / 1st Year	2nd Year / 3rd Year
Select	000-00-0002	DOE, JANE W Adult Basic Education (ABE) / TABE 7-8, 9-10 / Mathematics	3	1/1/2005	Beginning ABE Literacy / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests
Attainment is reached when the final test result is Low Adult Secondary Education / Low Advanced ESL or higher.						
Total: 1 Change Criteria						

To add a test, click on the Select link next to the appropriate SSN and follow the instructions for adding the required test. Once the test has been successfully added, your client will be removed from the Literacy/Numeracy Past Due report.

E. Literacy/Numeracy Review Report

Click Reports and then click Literacy / Numeracy.

Click the dropdown box and select the Literacy/Numeracy Review Report for a Review of those Youth who have been enrolled in the Literacy/Numeracy Program.

Complete the fields desired, keeping in mind the more parameters selected, the narrower the report outcome. To get the most current information, leave the End Date field blank. Click the Generate button to generate the report.

WIA Literacy / Numeracy Report

Report Type: Literacy / Numeracy Review

Report Selection

- Literacy / Numeracy Pre-Test Missing
- Literacy / Numeracy not Attained
- Literacy / Numeracy Pending Exams within next 3 Months
- Literacy / Numeracy Past Due
- Literacy / Numeracy Review
- Basic Skills Deficient/Proficient

Start Date: Basic Skills Deficient/Proficient

Start Date and End Date represent a date range in which the registration was active.

Exclude Enrollments starting before Start Date

Region: Select Region (Optional)

Site: Select Site (Optional)

Program: Youth

Project: Select Project (Optional)

Case Manager:

Age: Min: Max:

Exclude: Did not complete / Refused Post Test
(Not Applicable for Missing Pre-test)

Exclude: Refused Pre-Test
(Only Applicable for Missing Pre-test)

Generate

A list of all Youth that have been enrolled in the Literacy/Numeracy Program will be generated.

WIA Literacy / Numeracy Report

Literacy / Numeracy Review

	SSN	Name Test - Category / Type / Area	Region	Reg	Pre-Test / 1st Year	2nd Year / 3rd Year
Select	000-00-0001	DOE, JOHN J Adult Basic Education (ABE) / TABE 7-8, 9-10 / Reading/Literacy	3	3/1/2006	Beginning ABE Literacy / Beginning Basic ABE	No 2nd Year Tests / No 3rd Year Tests

Attainment is reached when the final test result is Low Adult Secondary Education / Low Advanced ESL or higher.

Total: 1 [Change Criteria](#)

F. Basic Skills Deficient/Proficient

Click Reports and then click Literacy / Numeracy.

Click the dropdown box and select the Basic Skills Deficient/Proficient Report for a Review of those Youth who's TABE Locator (or other test data) indicates Basic Skills deficiency at registration but whose Assessment Test administered after registration indicates NOT basic skills deficient.

WIA Literacy / Numeracy Report

Report Type: Literacy / Numeracy Pre-Test Missing ▼

Report Selection

Literacy / Numeracy Pre-Test Missing

Literacy / Numeracy not Attained

Literacy / Numeracy Pending Exams within next 3 Months

Literacy / Numeracy Past Due

Literacy / Numeracy Review

Basic Skills Deficient/Proficient

Start Date: Start Date and End Date represent a date range in which the registration was active.

Exclude Enrollments starting before Start Date

Region: Select Region (Optional) ▼

Site: Select Site (Optional) ▼

Program: Youth ▼

Project: Select Project (Optional) ▼

Case Manager:

Age: Min: Max:

Exclude: Did not complete / Refused Post Test
(Not Applicable for Missing Pre-test)

Exclude: Refused Pre-Test
(Only Applicable for Missing Pre-test)

Generate

Click Generate

WIA Literacy / Numeracy Report

Report Type: Basic Skills Deficient/Proficient ▼

Generate

The report will list those Youth Participants whose TABE Locator (or other test data) indicates Basic Skills deficiency at registration but whose Assessment Test administered after registration indicates NOT basic skills deficient.

WIA Literacy / Numeracy Report												
Basic Skills Deficient/Proficient												
Youth participants TABE Locator (or other test data) indicates Basic Skills deficiency at registration but whose Assessment Test administered after registration indicates NOT basic skills deficient												
	SSN	Name	Region	App/Det Date	Reg	Prog	Exit	Exit Rsn	Out of School	Basic Skill	Refused Pre-Test	Case Manager
Select	111-11-1111	A, A A	3	1/1/2011	1/1/2011	Y	2/1/2011	88	Y	Y	N	dharris
Select	111-11-1111	A, A A	3	5/1/2010	5/1/2010	Y		00	Y	Y	N	dharris
Total: 2 Change Criteria												

IV. LITERACY / NUMERACY DATA QUALITY REPORTS (DQR)

The following information will help you understand and be able to navigate the Lit/Num DQRs.

To access the Lit/Num DQRs:

Log onto the WIA MIS.
 Click Reports.
 Click Data Quality Reports.

<ul style="list-style-type: none"> WIA Main Menu Client Data Entry Locate A Client Overview of Client Accounting/Payroll Reports Information 	<p><i>WIA Reports</i></p> <ul style="list-style-type: none"> Management Reports Obligation Reports Participant Activities Participant Demographics Participant Exit Literacy / Numeracy Customer Satisfaction Data Quality Reports
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Scroll down to the Literacy/Numeracy DQRs.

Literacy/Numeracy

Pre-Test Missing

Pending Exams
within next 3 Months

Past Due

A. Pre-Test Missing DQR

Click the Pre-Test Missing button.

These are the participants that haven't completed the Pre-Test or Refused to take the Pre-Test.

To add or refuse a Pre-Test click the "Select" link in the first column.

WIA Literacy / Numeracy Report												
Enrollments with Literacy / Numeracy Pre-Test Missing												
Participants who refused to take the pre-test are included in this report but no additional action is required by case managers.												
	SSN	Name	Region	App/Det Date	Reg	Prog	Exit	Exit Rsn	Out of School	Basic Skill	Refused Pre-Test	Case Manager
Select			1	3/5/2007	3/19/2007	Y		00	Y	Y	N	smacdona
Select			1	2/27/2007	3/13/2007	Y		00	Y	Y	N	smacdona
Select			1	3/13/2007	3/30/2007	Y		00	Y	Y	N	lmcleod
Select			1	9/18/2006	9/20/2006	Y		00	Y	Y	N	jshresth
Select			1	10/1/2006	10/20/2006	Y	11/13/2006	88	Y	Y	N	lmcleod
Select			2	3/30/2007	4/26/2007	Y		00	Y	Y	N	bcalabre
Select			2	10/31/2006	11/17/2006	Y		00	Y	Y	N	mbryant
Select			2	3/9/2007	3/30/2007	Y		00	Y	Y	N	estoddar
Select			3	1/8/2007	1/12/2007	Y		00	Y	Y	N	jhenders
Select			3	12/5/2006	12/7/2006	Y		00	Y	Y	N	drivers
Select			3	11/8/2006	11/16/2006	Y	12/13/2006	88	Y	Y	N	drivers

If the participant refused to take the Pre-Test, click the Refused Pre-Test button.

A note in red appears telling you the DQR pre-test status was updated to a Yes.

The participant will be dropped from the Pre-Test DQR.

This can be verified by going back to the Pre-Test Missing DQR.

Name: [REDACTED]

Application Date: 3/5/2007 **Reg. Date:** 3/19/2007 **Region:** 1 **Program:** Y

Refused Pre-Test: Y

Literacy/Numeracy Assessments for Enrollment

Edit or Add a New Literacy/Numeracy Initial Assessment Test

Category	Test Type	Functional Area	Pre-Test Date	Basic Skill
<div style="display: flex; justify-content: center; gap: 10px;"> < << >> > </div> <p style="text-align: center; margin: 0;">Page 0 of 0</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"> Add New Assessment Test for This Enrollment </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 10px;">Refused Pre-Test</div> <div style="border: 1px solid black; padding: 2px 10px;">Did Not Refuse Pre-Test</div> </div>				

Refusal of pre-test status has been updated to: Y. - 5/8/2007 9:57:07 AM

If the participant took the Pre-Test and you want to enter it from the Pre-Test Missing DQR, follow the above procedures but instead of selecting the Refused Pre-Test button, select the “Add New Assessment Test for This Enrollment” link.

Name: [REDACTED]

Application Date: 2/27/2007 Reg. Date: 3/13/2007 Region: 1 Program: Y

Refused Pre-Test: N

Literacy/Numeracy Assessments for Enrollment

Edit or Add a New Literacy/Numeracy Initial Assessment Test

Category	Test Type	Functional Area	Pre-Test Date	Basic Skill
<input type="button" value=" <"/> <input type="button" value="<<"/> <input type="button" value=">>"/> <input type="button" value="> "/> Page 0 of 0				
Add New Assessment Test for This Enrollment				
<input type="button" value="Refused Pre-Test"/>		<input type="button" value="Did Not Refuse Pre-Test"/>		

The screen for entering the Pre-Test will appear.

Follow the instructions in the Lit/Num TAG (Technical Assistance Guide) to complete the Initial Assessment screens.

Name: [REDACTED] SSN: [REDACTED]

Application Date: 2/27/2007 Reg. Date: 3/13/2007 Region: 1 Program: Y

Refused Pre-Test: N

Literacy/Numeracy Initial Assessment

Assessment Category:

Select the Assessment Category

[Main Literacy/Numeracy Menu](#)

You can also reach the screen for entering the Pre-Test by clicking Client Data Entry from the Main Menu, click Enter SSN, type in the participant’s SSN and click Select Client, click Client Data Entry again, click Literacy/Numeracy, click “Add New Assessment Test for – “participant’s name”.

Literacy Numeracy Assessments for Participant:

Name: [REDACTED] SSN: [REDACTED]

- Click on the SSN to edit record.
- Select Tests for Interval - Post Tests.
- Select link at bottom of page grid to add a new assessment.

SSN	Region	App/Det Date	Reg	Prog	Assessment Category	Assessment Type	Functional Area	Pre-Test Date
<input type="button" value=" <"/> <input type="button" value="<<"/> <input type="button" value=">>"/> <input type="button" value="> "/> Page 0 of 0								
Add New Assessment Test for - [REDACTED]								

Follow the instructions in the Lit/Num TAG to complete the Initial Assessment screens.

Once the Pre-Test has been entered, the participant will drop off the DQR.

To view all participants that have taken the Pre-Test and also those who have refused the Pre-Test, return to the DQR screen and select the Missing Pre-Test DQR.

Scroll to the bottom of the screen and click on the “Change Criteria” link.

Select		3	10/13/2006	11/20/2006	Y	2/26/2007	88	Y	Y	N	srooney
Select		3	11/30/2006	12/6/2006	Y		00	Y	Y	N	drivers
Select		3	1/4/2007	1/24/2007	Y		00	Y	Y	N	drivers
Select		3	7/12/2006	7/13/2006	Y	12/5/2006	88	Y	Y	N	srooney
Select		3	2/23/2007	4/6/2007	Y		00	Y	Y	N	jhenders
Select		3	2/1/2007	2/6/2007	Y		00	Y	Y	N	drivers
Select		3	3/12/2007	3/27/2007	Y		00	Y	Y	N	srooney
Select		3	10/26/2006	11/21/2006	Y	12/20/2006	88	Y	Y	N	srooney
Total: 27		Change Criteria									

This will display the WIA Literacy / Numeracy Report. Under Report Type, make sure Literacy / Numeracy Pre-Test Missing is selected. Scroll down to the bottom of the page and uncheck both the “Exclude: Did not complete / Refused Post Test” and the “Exclude: Refused Pre-Test” boxes. Click the “Generate” button.

WIA Literacy / Numeracy Report

Report Type: Literacy / Numeracy Pre-Test Missing ▼

Report Selection Criteria:

Start Date: 07/01/2006 End Date: MM / DD / YY
Start Date and End Date represent a date range in which the registration was active.

Exclude Enrollments starting before Start Date

Region: Select Region (Optional) ▼

Site: Select Site (Optional) ▼

Program: Youth ▼

Project: Select Project (Optional) ▼

Case Manager:

Age: Min: Max:

Exclude: Did not complete / Refused Post Test
(Not Applicable for Missing Pre-test)

Exclude: Refused Pre-Test
(Only Applicable for Missing Pre-test)

Generate

A new Pre-Test missing report will be produced that not only shows the participants that are missing the Pre-Test, but also includes those participants that **refused** the Pre-Test. The participants that refused the Pre-Test will have a “Y” in the Refused Pre-Test column.

WIA Literacy / Numeracy Report

Enrollments with Literacy / Numeracy Pre-Test Missing

Participants who refused to take the pre-test are included in this report but no additional action is required by case managers.

	SSN	Name	Region	App/Det Date	Reg	Prog	Exit	Exit Rsn	Out of School	Basic Skill	Refused Pre-Test	Case Manager
Select			1	3/5/2007	3/19/2007	Y		00	Y	Y	Y	smacdona
Select			1	3/13/2007	3/30/2007	Y		00	Y	Y	N	lmcleod
Select			1	9/18/2006	9/20/2006	Y		00	Y	Y	N	jshresth
Select			1	10/1/2006	10/20/2006	Y	11/13/2006	88	Y	Y	N	lmcleod
Select			2	3/30/2007	4/26/2007	Y		00	Y	Y	N	bcalabre

If a participant initially refused the Pre-Test and later opts to take the Pre-Test, case managers can change the status from Refused Pre-Test to Did Not Refuse Pre-Test. This can be done by clicking the Select link for the participant on the WIA Lit/Num Report. Click the Did Not Refuse Pre-Test button. This will change their status on the WIA Lit/Num Report from Yes in the Refused Pre-Test column to a NO and the case manager can then enter the Pre-Test.

Name: [REDACTED]

Application Date: 3/5/2007 **Reg. Date:** 3/19/2007 **Region:** 1 **Program:** Y

Refused Pre-Test: N

Literacy/Numeracy Assessments for Enrollment

Edit or Add a New Literacy/Numeracy Initial Assessment Test

Category	Test Type	Functional Area	Pre-Test Date	Basic Skill
< << >> > Page 0 of 0				
Add New Assessment Test for This Enrollment				
<input type="button" value="Refused Pre-Test"/>		<input type="button" value="Did Not Refuse Pre-Test"/>		

B. Pending Exams Within Next 3 Months DQR

Click the Pending Exams Within Next 3 Months DQR button.

WIA Literacy / Numeracy Report							
Literacy / Numeracy Pending Exams within next 3 Months							
	SSN	Name Test - Category / Type / Area	Region	Reg	Pre-Test / 1st Year	2nd Year / 3rd Year	Case Manager
Select			1	8/2/2006	Beginning ABE Literacy / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	alee
Select			1	8/7/2006	Beginning ABE Literacy / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	alee
Select			1	8/7/2006	Beginning ABE Literacy / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	alee
Select			1	8/7/2006	Beginning ABE Literacy / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	alee
Select			1	7/7/2006	High Intermediate ABE / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	sbergqui
Select			3	7/27/2006	High Intermediate ABE / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	srooney

This displays the report that lists those participants that have completed the pre-test but have not yet taken the 1st, 2nd or 3rd year Literacy/Numeracy Interval-Post Test, and are within 3 months of completing a year in the youth program. This information is located in the Pre-Test /1st Year or 2nd/3rd Year columns. To access the Interval-Post Test from this report, click the “Select” link that corresponds to the appropriate participant name, click Edit, scroll to the bottom and click Literacy/Numeracy Interval-Post Tests, click Add Test to this Enrollment. The case manager may now enter the Interval or Post Test.

C. Past Due DQR

Click the Past Due DQR button. This report lists the participants that have exceeded 12 months from the enrollment date and do not have an Interval or Post test entered. To access the Interval-Post tests from this report, click Select that corresponds to the appropriate participant name, click Edit, scroll to the bottom and click Literacy/Numeracy Interval-Post Tests, click Add Test to this Enrollment. Now you can enter the Interval or Post Test.

WIA Literacy / Numeracy Report							
Literacy / Numeracy Past Due							
	SSN	Name Test - Category / Type / Area	Region	Reg	Pre-Test / 1st Year	2nd Year / 3rd Year	Case Manager
Select			1	4/2/2010	High Intermediate ABE / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	lgray
Select			1	4/2/2010	Beginning Basic ABE / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	lgray
Select			2	5/7/2009	High Intermediate ABE / High Intermediate ABE	No 2nd Year Tests / No 3rd Year Tests	estoddar
Select		Adult Basic Education (ABE) / TABE 9-10 / Language	2	4/13/2010	High Intermediate ABE / No 1st Year Tests	No 2nd Year Tests / No 3rd Year Tests	bcalabre