

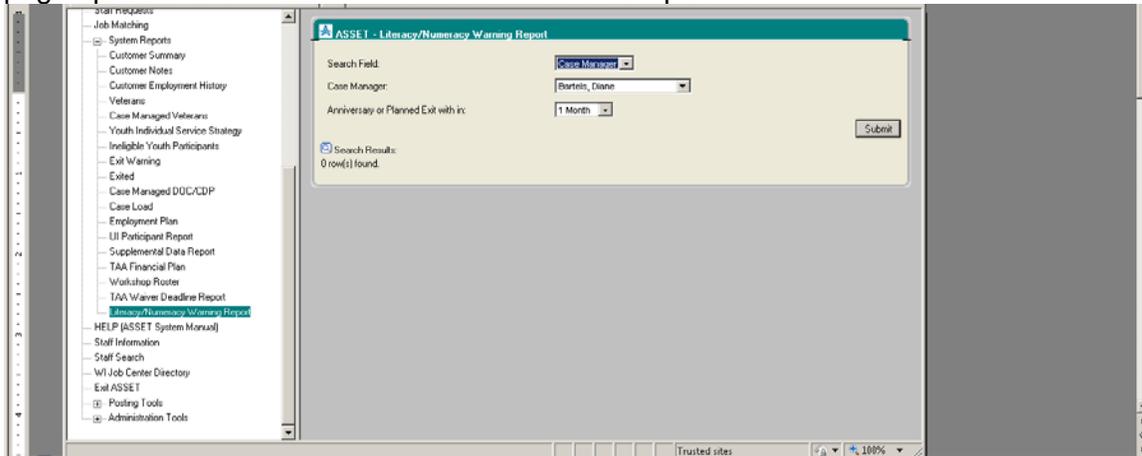


ASSET Users' Guide

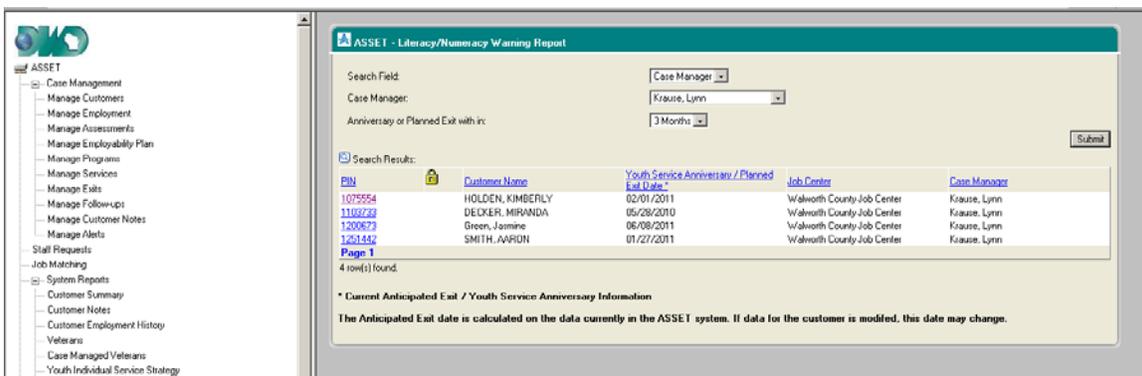
ASSET SYSTEM REPORTS

5-18 LITERACY/NUMERACY WARNING REPORT

The **Literacy/Numeracy Warning Report** can be accessed by clicking on the (+) sign under System Reports, on the ASSET Menu tree. Click on the plus sign and the menu expands. Next, click on the menu item called Literacy/Numeracy Warning Report. The page updates and will look like the one in the example below.



Staff can conduct searches by WDA, Job Center, or Case Manager, by selecting the time frame of 1, 2, 3, or 6 months, which is prior to the applicable anniversary of the Date of First Youth Service, or the Planned Exit Date, whichever is first. Select the appropriate criteria, and then click on the Submit button.



Individuals that appear on the list are those included in the measure, and who don't have Pre-Tests for both Reading and Mathematics and/or they do not have a Post-Test in the applicable Post-Test Year that has an increase in at least one EFL in either Reading or Mathematics.

The Search Results include:

PIN	Customer Name	Youth Service Anniversary/Planned Exit Date	Job Center	Case Manager
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5-18 LITERACY/NUMERACY WARNING REPORT

ASSET Identifier	Participant ID	Located on Manage Exits	Area where services are provided	Staff who are case managing the participant
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Workers have the option of clicking on the PIN (highlighted and underlined in blue) for any individual shown on the list to go directly to that person's Assessment Summary page in ASSET. It looks like this:

ASSET - Assessment Summary for DECKER, MIRANDA (1103733)

Assessments

Assessment Name	Create Date	Created By	Updated Date	Updated By
Comprehensive Assessment	08/25/2009	WIE/T/KRAUSLY		

1 row(s) found.

Historical - Assessments

0 row(s) found.

Test Scores - Occupational / Educational

Test Code	Test Name	Score	Test Date
M. Basic Math Skills	TABE 9/10 Survey	552/GE-8.1	08/25/2009
R. Basic Reading Skills	TABE 9/10 Survey	582/GE-10.0	08/25/2009

2 row(s) found.

Test Scores - Youth Literacy \ Numeracy

Test Category	Create Date	Created By	Updated Date	Updated By
ABE	10/15/2009	WIE/T/KRAUSLY		

1 row(s) found.

Staff should click on the Test Category Link, located under the Test Scores- Literacy/Numeracy to access the participant Youth Test Score page to make updates.

ASSET - Youth Test Scores for HOLDEN, KIMBERLY (1075554)

Save Delete

Event History

General Program Information

Date of First Youth Service: 02/01/2010

General Youth Test Score Information General Information

* Test Category: ABE

Pre-Test Overview	Post-Test Year One	Post-Test Year Two	Post-Test Year Three	Post-Test Year Four	Post-Test Year Five
<input checked="" type="checkbox"/> Functional Area #1 * Assessment Tool: TABE 7-8, 9-10 * Functional Area: Reading * Score: 532 [###] * Date Administered: 08/11/2009 [mm/dd/yyyy] Set As Today * Grade Equivalent: 5.5 [##.#] Educational Functioning Level: High Intermediate Basic Education/Advanced ESL <input checked="" type="checkbox"/> Functional Area #2					

Staff should periodically run this report as it updates daily.

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