

# ALIES 2000 Users

## NRS Report Data Submission Information Packet

The purpose of this packet is to provide New York State Adult Education Programs who receive NYSED funds with information and guidance in the NRS Report Data Submission process. Programs are required to submit quarterly, interim, and final NRS data to the Literacy Assistance Center. All NRS data should be submitted in electronic format ONLY and should be submitted no later than the annual deadlines described below.

Deadline	Dates of Program Activity	Data includes
November 30	July 1 – September 30	Enrollment, contact hours, test scores, goals, and outcomes for the first quarter of the fiscal year
March 31	July 1 – December 31	All information listed above for the first two quarters of the fiscal year
August 31	July 1 – June 30	All information listed above for all four quarters of the fiscal year
October 31	July 1 – June 30	All information listed above, plus the results of the follow-up survey of students for outcomes achieved in the first quarter of the next fiscal year “Quarter 5”

This document includes data preparation procedures for ALIES users. Non-ALIES users should download the specifications and Non-ALIES NRS Tool documentation from the non-ALIES section of the NRS Support page, accessible from the ALIES website at [www.alies.org](http://www.alies.org). To assist you with navigation of this document, a table of contents is provided below. If you have any questions please contact us at:

[aliessupport@lacnyc.org](mailto:aliessupport@lacnyc.org)

212-803-3357

## TABLE OF CONTENTS

Part I: CRITICAL – Upgrade to Latest ALIES Release .....	Page 3
Part II: Introduction.....	Page 4
Part III: How to Locate the ALIES NRS Report Tool.....	Page 5
Part IV: Preparing Data for the NRS Report Tables.....	Page 7
Part V: Previewing and Printing NRS Reports.....	Page 9
Part VI: Troubleshooting NRS Data.....	Page 13
Part VII: Making Changes to NRS Data.....	Page 16
Part VIII: How to Package the Final Data for Submission.....	Page 17

BE SURE TO UPGRADE to the latest version of ALIES prior to preparing the NRS Report.

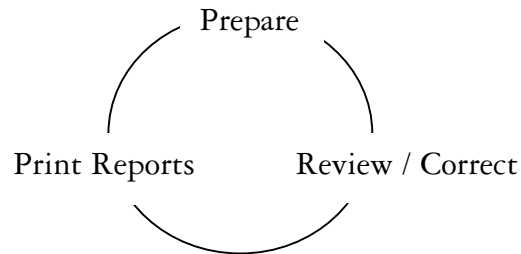
Two important notes:

- Please be sure the full version of ALIES has been installed from the CD before upgrading. Contact ALIES Support for assistance if necessary.
- It is okay to upgrade directly from a major release to an update as long as the first digit is identical. For example, you can update ALIES 6.0 to 6.1 since it includes all of the changes from prior updates. However you cannot upgrade from 5.3 to 6.1. You must first install 6.0 from a CD.

#### Instruction for download and installation

1. Backup your current data.
2. Go to [www.alies.org](http://www.alies.org) .
3. Click on Downloads and Upgrades.
4. Click on The Latest ALIES Software.
5. Download the latest ALIES update file to a folder of your choice.
6. Double-click on the ALIESversionX.exe file that you have just downloaded. It opens up a self extracting file.
7. The default directory for installation is C:\Program Files\ALIES2K

The ALIES NRS data preparation and submission procedure is actually an iterative process that takes place in three phases. Each of these phases may be repeated multiple times until you are happy with your data and prepared to submit it to the LAC.



1. First you should **prepare** the data. This allows ALIES to run the queries and programming code necessary to set up the NRS reports and data checks.
2. Then you should **print** the NRS Data Check Reports and NRS tables from ALIES to view the NRS numbers generated for your program
3. Finally you should **review** the Data Checks and NRS tables for accuracy. This step frequently leads to **corrections** to the data. Once the corrections are made the cycle begins again.

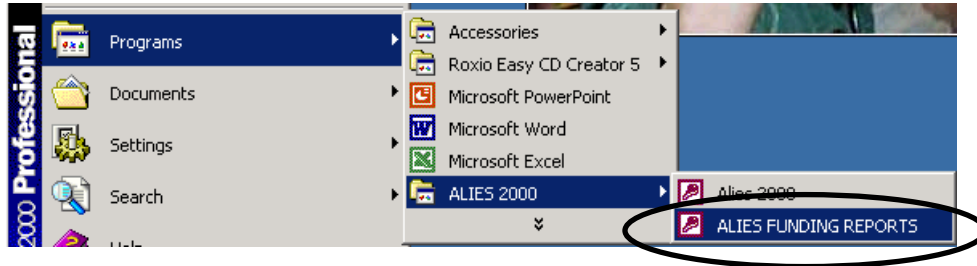
You should repeat this cycle until you are happy with your program's NRS data and ready to submit it to the LAC. The detailed steps for each of these phases are described below in Sections 3 – 8.

### Part III How to Locate the ALIES NRS Report Tool

1. Click on the **Start** button on your Windows taskbar.



2. Highlight Programs and from the Programs menu highlight ALIES 2000. Select ALIES Funding Reports to launch the NRS Reports program.



3. The ALIES Funding Reports module opens and the splash screen opens as below. If you have not opened the ALIES Funding Reports module before, go to Step 4. Otherwise go to Step 5.

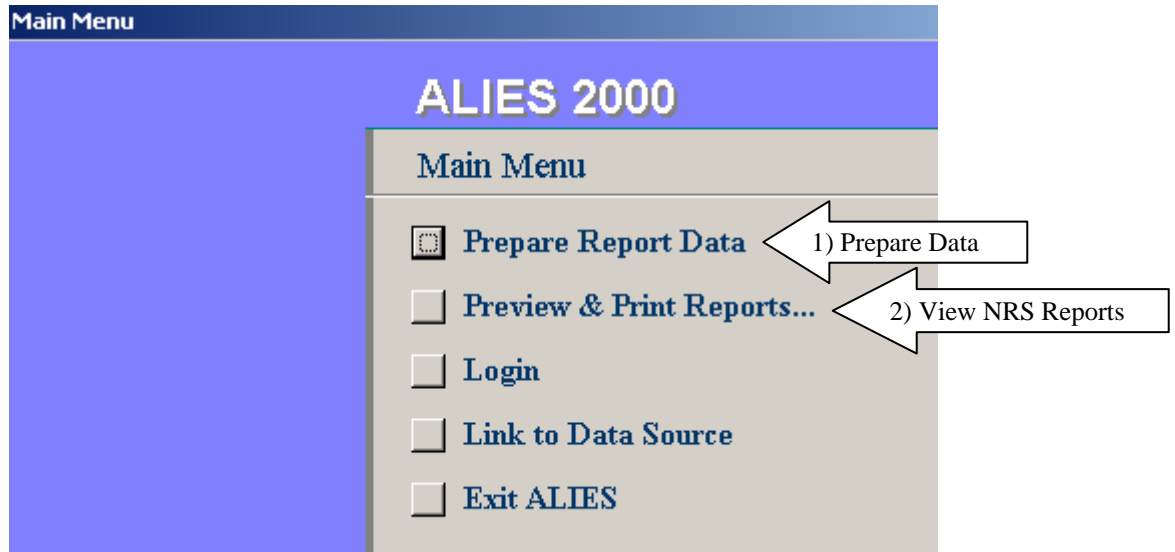


4. ALIES begins by asking if the FY2004 data is located in the folder C:\Program Files\ALIES2K. If your program's data resides on one computer click YES. If your program's data resides on a server or the network click NO and link to the correct data file before proceeding.
5. The Login screen appears. Login to ALIES as you normally would by typing your User Name, Password and Agency code. Then click the login button.

The image shows a dialog box titled "Login to the Database". It has a blue background and contains the following fields:

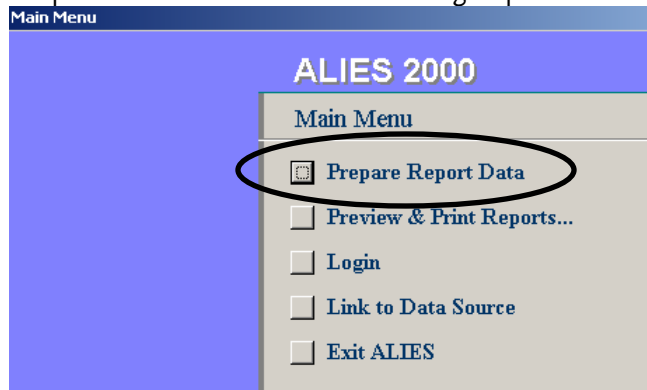
- User Name: lac
- Password: \*\*\*\*\*
- Login by: Agency/Affiliate (dropdown menu)
- Agency/Affiliate: PRA (dropdown menu)
- Buttons: LOGIN (circled in red) and CANCEL

6. The ALIES Funding Reports Main Menu displays the options available for generating and troubleshooting NYSED Funding reports. The NRS Report Tables and Data Check Reports are located under the Preview & Print Reports Menu. However the NRS report data must be prepared prior to previewing the NRS Report Tables or Data Checks.



**Part IV Preparing Data for the NRS Report Tables**

1. Prior to printing or previewing the NRS Reports you MUST prepare your data. This is a **critical** step that is required each time you view the NRS Reports with new data. Click Prepare Report Data from the ALIES Funding Reports Main Menu.



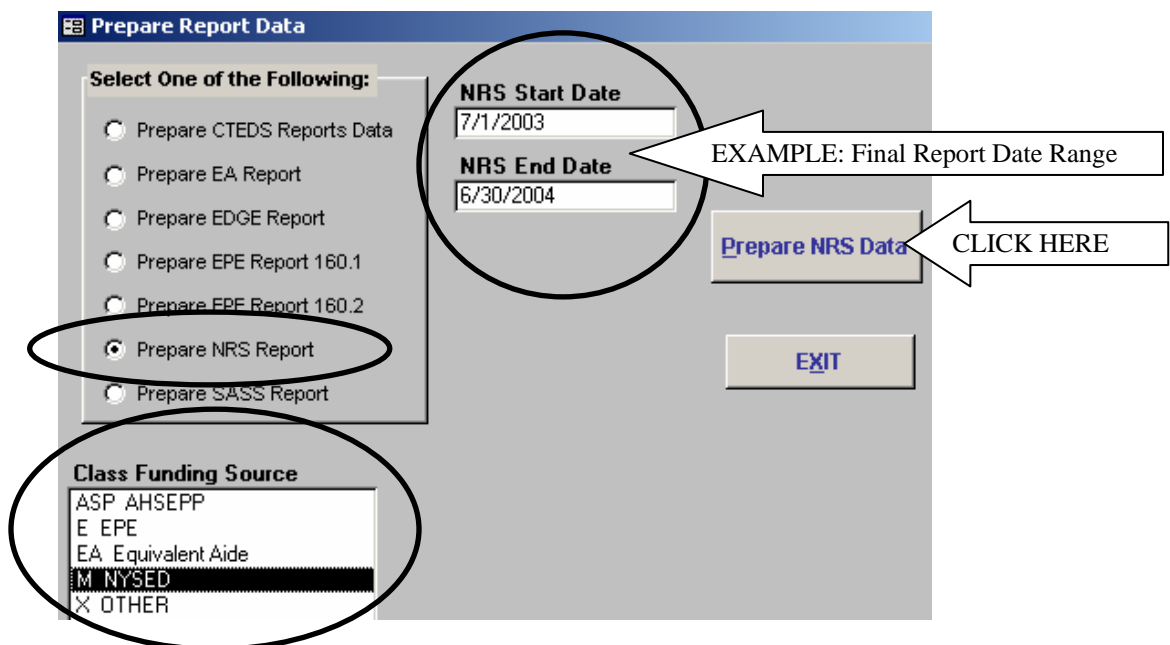
2. The Prepare Report Data screen opens. Three different options must be selected correctly for the Final NRS report data preparation:

- \* Under **Select One of the Following:** click the button next to NRS Report
- \* Under **NRS End Date:** be sure the start and end date represent the NRS Reporting period for which you are submitting your data.

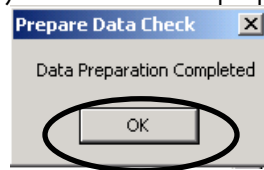
Deadlines	NRS Start Date	NRS End Date
November 30	July 1	September 30
March 31	July 1	December 31
August 31	July 1	June 30
October 31	July 1	June 30

- \* Under **Class Funding Source:** highlight the funding source(s) for which the NRS Report should be generated.

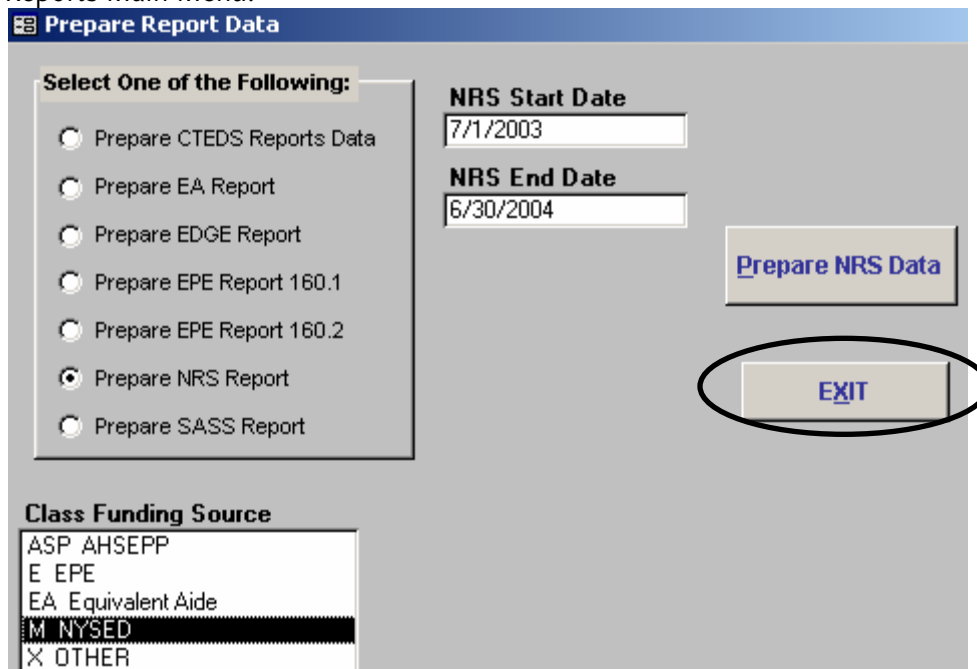
Then click the Prepare NRS Data Button at the top right corner of the screen.



3. A message pops up to inform you that the data preparation is complete. Click OK.



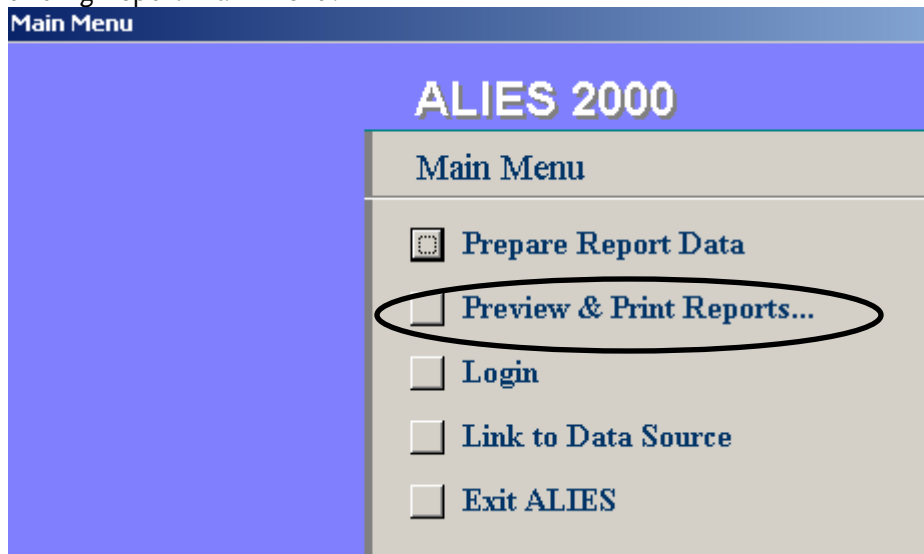
4. Now that data preparation is complete, click exit to return to the ALIES Funding Reports Main Menu.



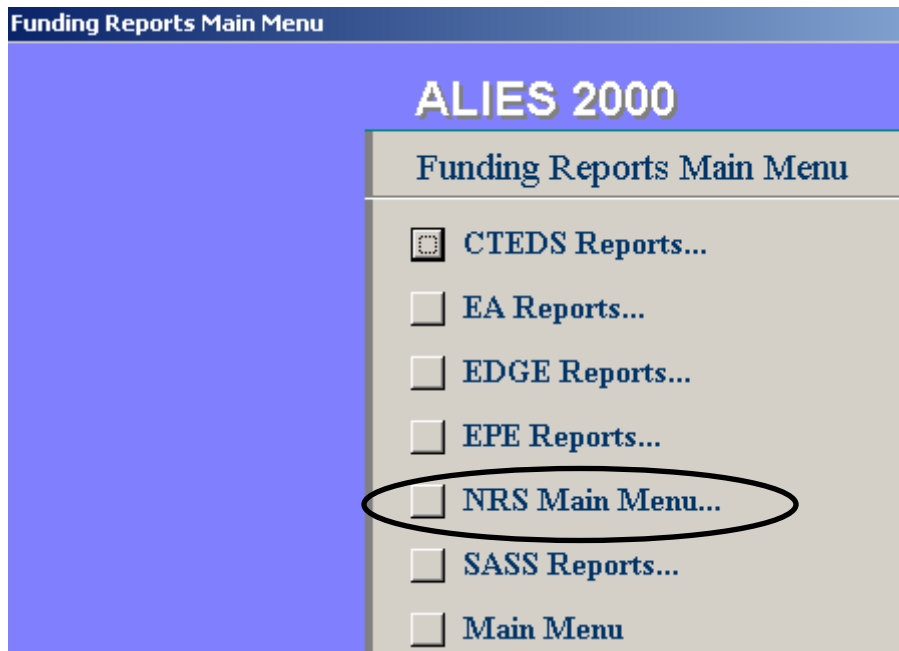
**Important Note:** *These steps must be performed after any changes are made to your data when you want to preview or print the NRS Tables or Data Check Reports.*

**Part V      Previewing and Printing NRS Reports**

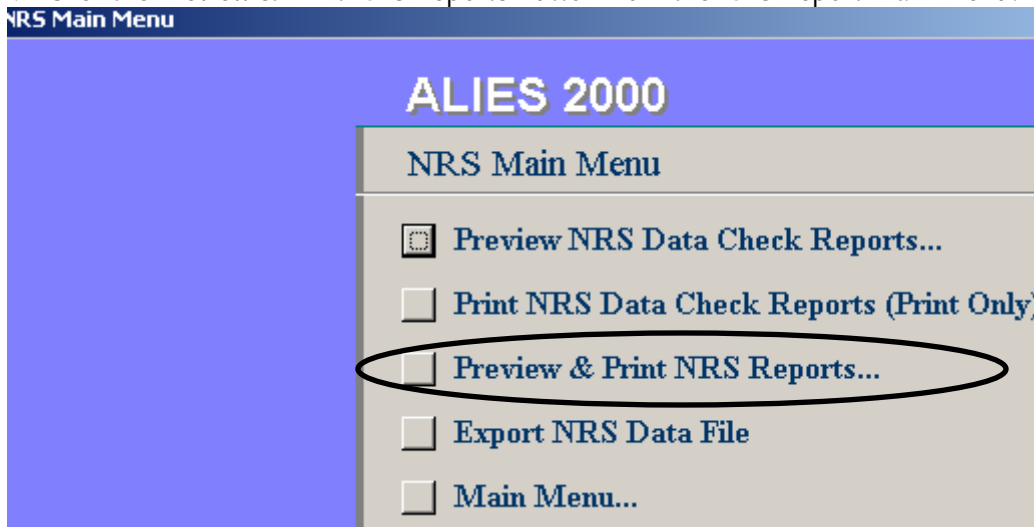
1. The NRS Reports can be previewed on your computer screen and then sent to the printer. **BE SURE YOU HAVE PREPARED YOUR DATA PRIOR TO PREVIEWING THE NRS REPORTS!**
2. After the data is prepared click the Preview & Print Reports Button from the ALIES Funding Report Main Menu.



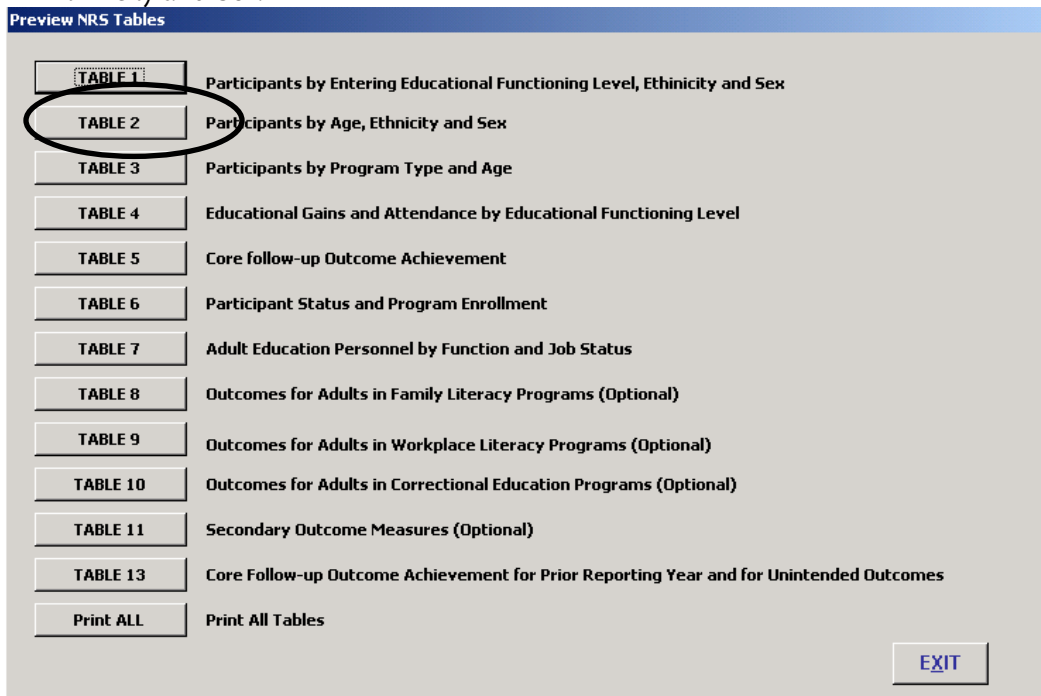
3. Click NRS Main Menu from the Funding Reports Main Menu.



4. Click the Preview & Print NRS Reports Button from the NRS Report Main Menu.



5. The Preview & Print NRS Tables screen opens. It provides access to all of the NY State required NRS tables. To preview a table click on the button associated with the table. The example below demonstrates how to preview NRS Table 2 Participants by Age, Ethnicity and Sex.



6. After clicking the Table button, a preview of the report opens on your computer screen.
  - \* Select the printer icon in the upper left hand corner to print the report.
  - \* Select the red X icon in the upper left hand corner to exit the report and return to the main NRS report menu.

**Table 2**  
Participants by Age, Ethnicity and Sex

Enter the number of participants by age, ethnicity and sex

Age Group (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total (N)
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	
16-18	0	0	0	0	0	0	0	0	0	0	0	0	0
19-24	0	0	0	0	0	0	0	3	0	0	0	0	3
25-44	1	0	1	0	2	3	3	4	0	0	1	0	15
45-59	0	0	0	0	0	1	0	3	0	0	1	0	5
60 and Older	0	0	0	0	0	0	0	0	0	0	0	1	1
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>24</b>

\* This process can be performed to preview or print any of the NRS Tables.

9. Another option for printing the NRS Tables is to send them all to the printer at once rather than first previewing individual reports on the screen. From the Preview & Print NRS Tables Menu click on the option Print ALL. This will send all NRS Tables to the printer.

**Preview NRS Tables**

TABLE 1	Participants by Entering Educational Functioning Level, Ethnicity and Sex
TABLE 2	Participants by Age, Ethnicity and Sex
TABLE 3	Participants by Program Type and Age
TABLE 4	Educational Gains and Attendance by Educational Functioning Level
TABLE 5	Core follow-up Outcome Achievement
TABLE 6	Participant Status and Program Enrollment
TABLE 7	Adult Education Personnel by Function and Job Status
TABLE 8	Outcomes for Adults in Family Literacy Programs (Optional)
TABLE 9	Outcomes for Adults in Workplace Literacy Programs (Optional)
TABLE 10	Outcomes for Adults in Correctional Education Programs (Optional)
TABLE 11	Secondary Outcome Measures (Optional)
TABLE 13	Core Follow-up Outcome Achievement for Prior Reporting Year and for Unintended Outcomes
<b>Print ALL</b>	<b>Print All Tables</b>

[EXIT](#)

10. When you are ready to return to the NRS Reports Main menu click the Exit button.

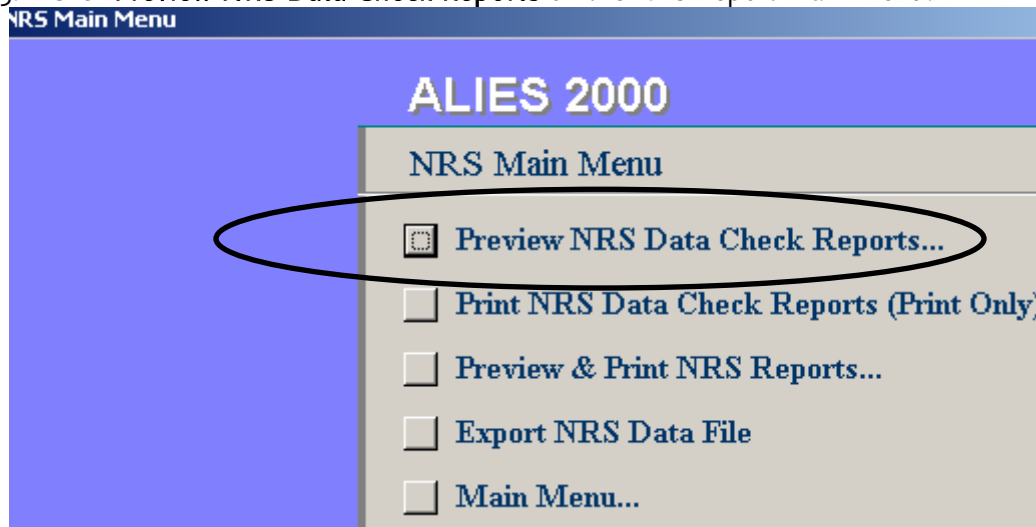
**Preview NRS Tables**

<b>TABLE 1</b>	Participants by Entering Educational Functioning Level, Ethnicity and Sex
<b>TABLE 2</b>	Participants by Age, Ethnicity and Sex
<b>TABLE 3</b>	Participants by Program Type and Age
<b>TABLE 4</b>	Educational Gains and Attendance by Educational Functioning Level
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<b>TABLE 10</b>	Outcomes for Adults in Correctional Education Programs (Optional)
<b>TABLE 11</b>	Secondary Outcome Measures (Optional)
<b>TABLE 13</b>	Core Follow-up Outcome Achievement for Prior Reporting Year and for Unintended Outcomes
<b>Print ALL</b>	Print All Tables

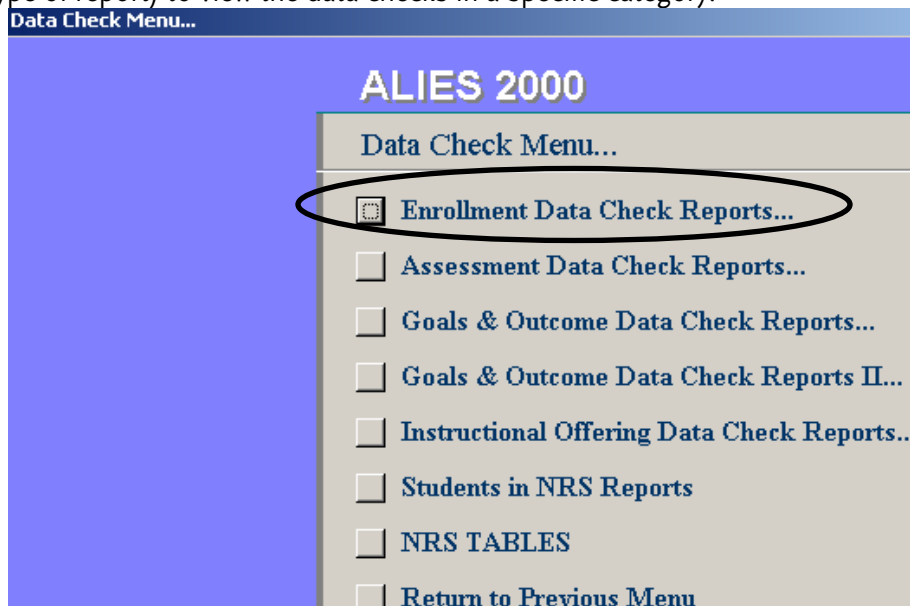
**EXIT**

**Part VI** Troubleshooting NRS Data

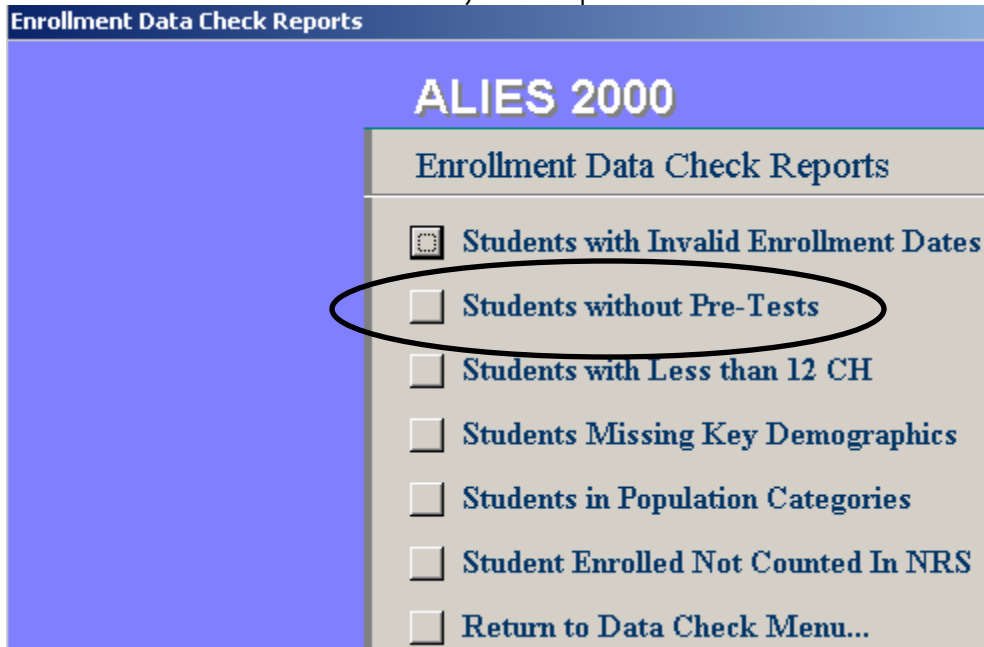
1. The best way to troubleshoot your NRS data is to preview and/or print the data check reports. The following example demonstrates the use of the Students with no Pre-Tests data check report, but the process is the same for all data check reports. For a complete list of data check reports and their definitions see the document labeled *Data Check Report Overview*.
2. **BE SURE YOU HAVE PREPARED YOUR DATA PRIOR TO PREVIEWING THE DATA CHECK REPORTS!**
3. Click **Preview NRS Data Check Reports** on the NRS Report Main Menu.



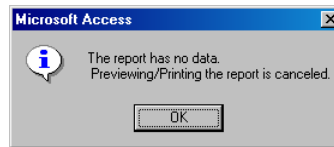
4. The Data Check menu opens. Click **Enrollment Data Check Reports** (or any other type of report) to view the data checks in a specific category.



5. Click **Students without Pretests** or any other report



- \* *If a message stating, "The report has no data" appears after you select a data check report, it means there is no data concerning students or classes that meet the parameters of that report. Click OK.*

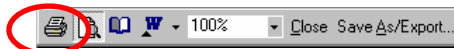


6. A preview of the report displays on the screen. There are four primary options once the preview is displayed:

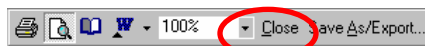
- a. **Review** and **scroll** through the pages of the report using the arrows in the lower-left corner of the screen.



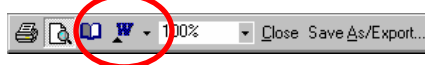
- b. **Print** the document by clicking the printer icon at the top left of the screen.



- c. Close the preview and return to the report menu by clicking **Close** at the top left of the screen or by hitting **Esc** on the keyboard.

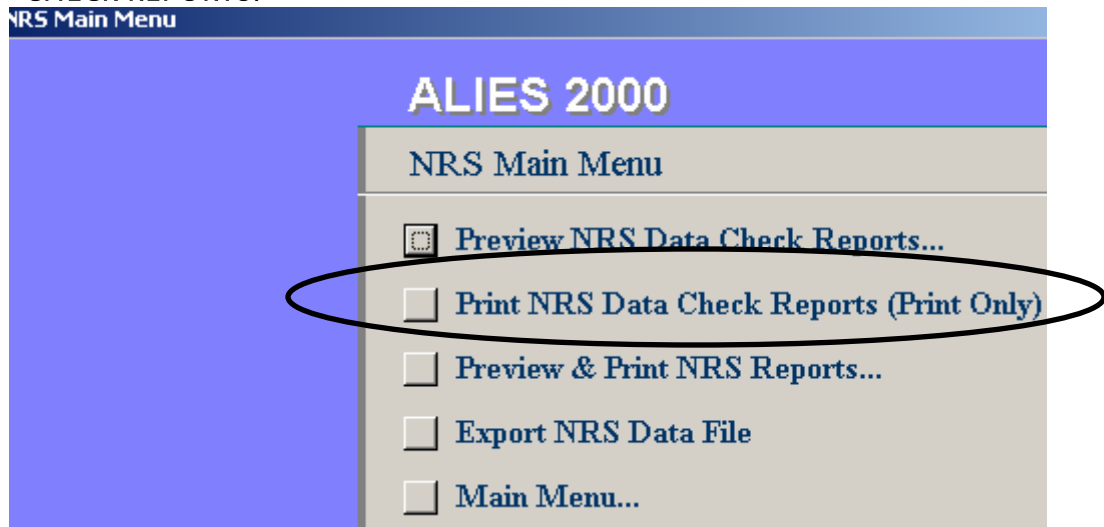


- d. Save the document to a Word file by clicking the **Word** button at the top left of the screen.

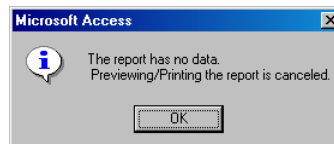


- \* *This process can be performed to preview or print any of the data check reports under the Preview Data Check Reports menu.*

7. Another option for printing data check reports is to send them all to the printer at once rather than first previewing individual reports on the screen.
8. Return to the NRS Report Main Menu and click on the option Print NRS Data Check Reports (Print Only). This will send all applicable data check reports to the printer. **BE SURE YOU HAVE PREPARED YOUR DATA PRIOR TO PRINTING THE DATA CHECK REPORTS!**



- \* *If a message stating, "The report has no data" appears after you select a data check report, it means there is no data concerning students or classes that meet the parameters of that report. Click OK.*



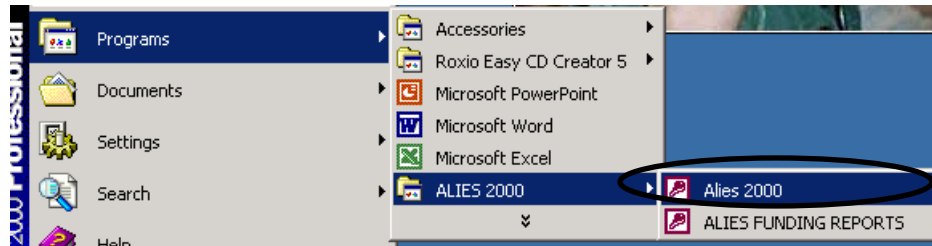
## Part VII Making Changes to NRS Data

1. If after reviewing the NRS Data Check Reports and/or NRS Tables you need to update your data, launch ALIES 2000 to make the changes. **YOU DO NOT NEED TO EXIT THE FUNDING REPORTS MODULE TO DO THIS!** \*\* Click on the **Start** button on your Windows taskbar.



*Note: The one exception to this rule is if you add a new class or a new funding source. If you add a new class under the Data Entry/Instructional Activity screen or if you add a new funding source under the Data Entry/Agency Information screen, you must re-open the NRS Funding Reports module to refresh the changes made to the data.*

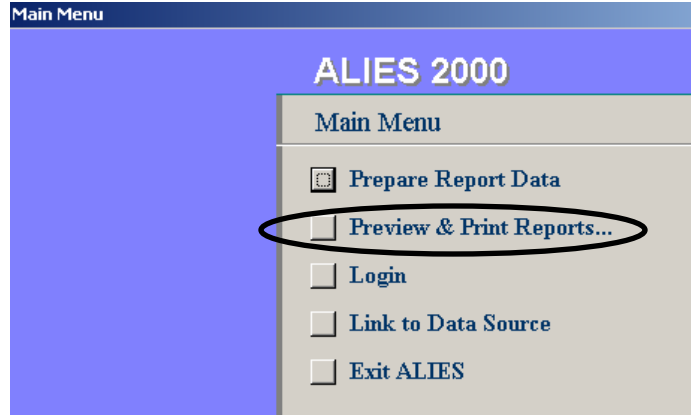
2. Highlight programs and from the programs menu highlight ALIES 2000. Select ALIES 2000 to launch ALIES.



3. Login as usual and make any necessary changes to the data.
4. When you return to the NRS Reports modules you **MUST** prepare your data again so ALIES will incorporate your changes into the NRS tables. The steps to prepare the data are listed in **Part IV** of this document.

**Part VIII How to Package the Final NRS Data for Submission**

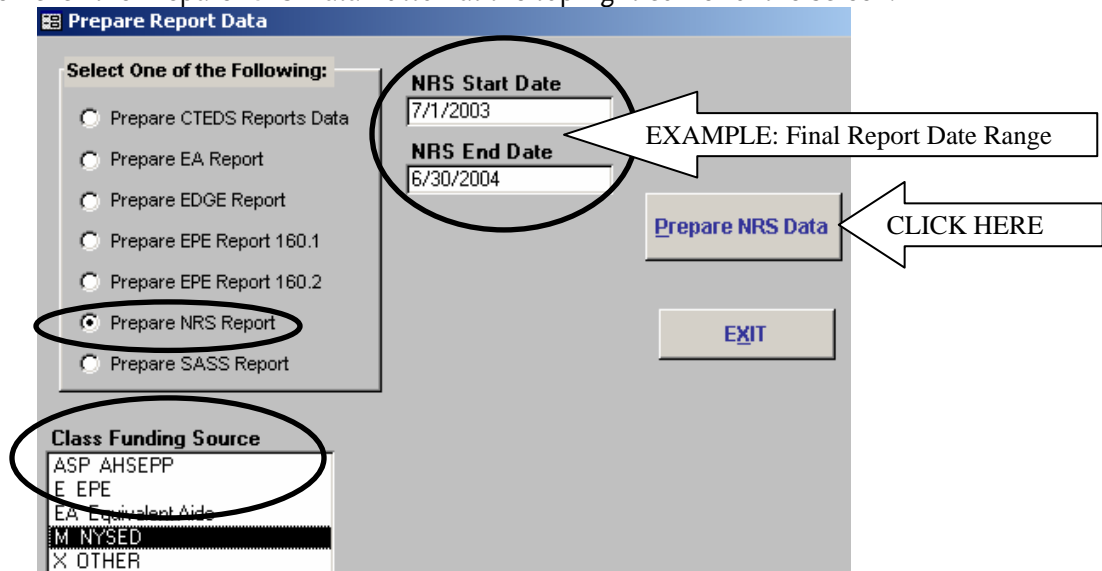
1. Prior to submitting your NRS data to the LAC you must prepare your data one last time. This is a **critical** step to ensure that recent data updates or changes are included in your NRS reports. Click Prepare Report Data from the Main Menu.



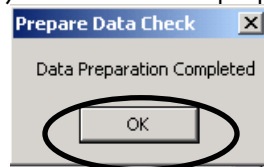
2. The Prepare Report Data screen opens. Three different options have to be set appropriately for the NRS report data preparation:
  - \* Under **Select One of the Following**: click the button next to NRS Report
  - \* Under **NRS End Date**: be sure the start and end date represent the NRS Reporting period for which you are submitting your data.
  - \* Under **Class Funding Source**: highlight the funding source(s) for which the NRS Report should be generated.

Deadlines	NRS Start Date	NRS End Date
November 30	July 1	September 30
March 31	July 1	December 31
August 31	July 1	June 30
October 31	July 1	June 30

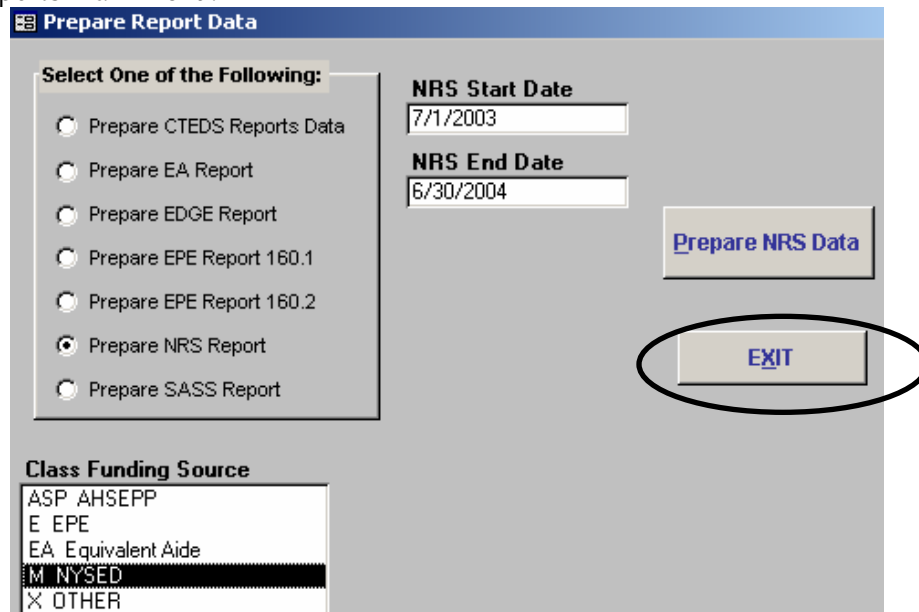
Then click the Prepare NRS Data Button at the top right corner of the screen.



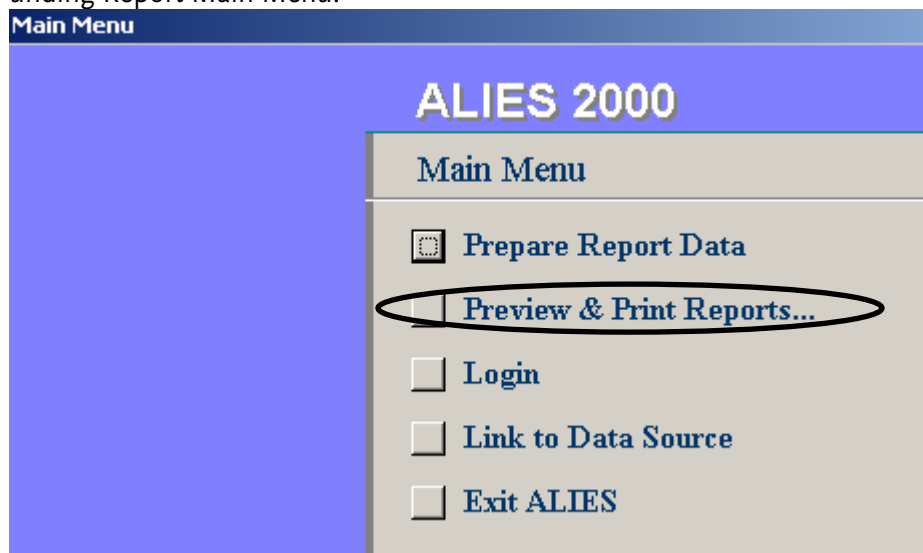
3. A message pops up to inform you that the data preparation is complete. Click OK .



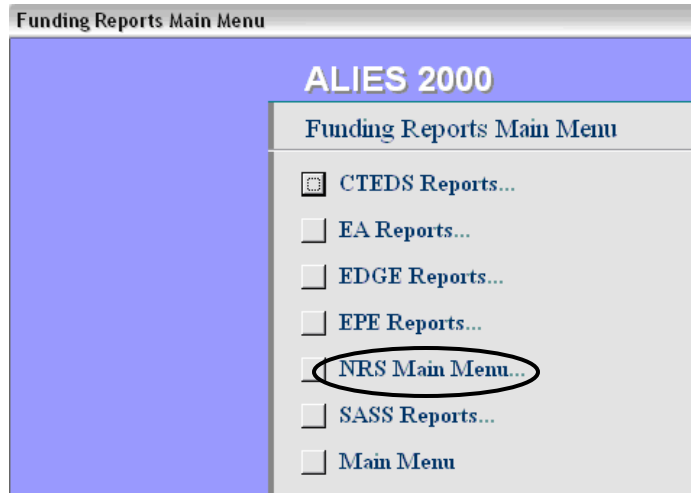
4. Now that data preparation is complete, click exit to return to the ALIES Funding Reports Main Menu.



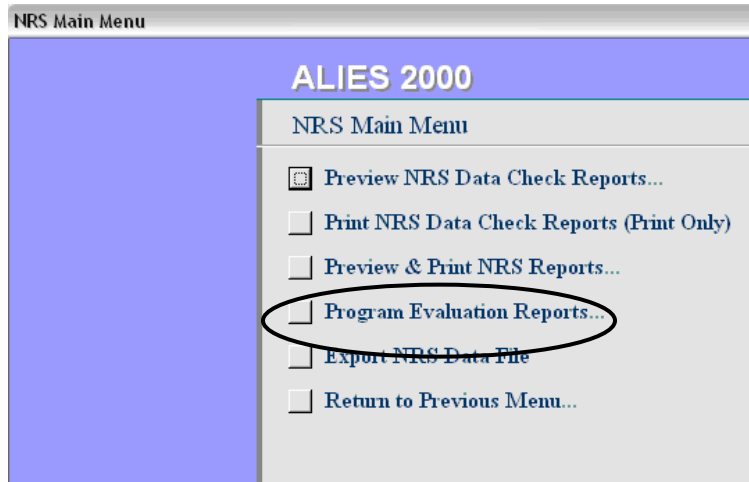
5. After the data is prepared click the Preview & Print Reports Button from the ALIES Funding Report Main Menu.



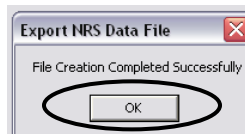
6. Click NRS Main Menu from the Funding Reports Main Menu



7. From the NRS Main Menu click Export NRS Data File

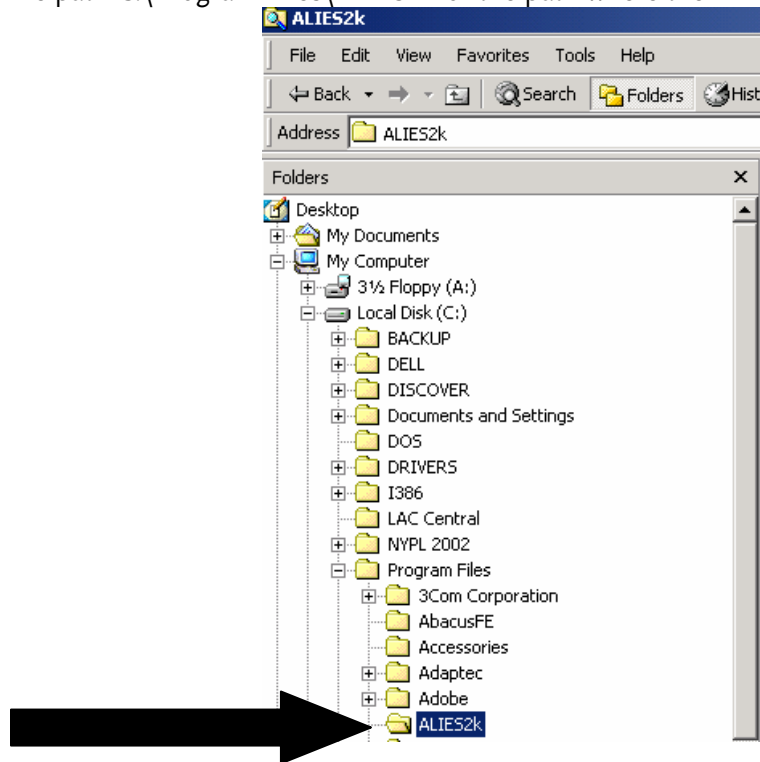


8. ALIES creates the Data File and when the export is complete the following message appears. Click OK to proceed

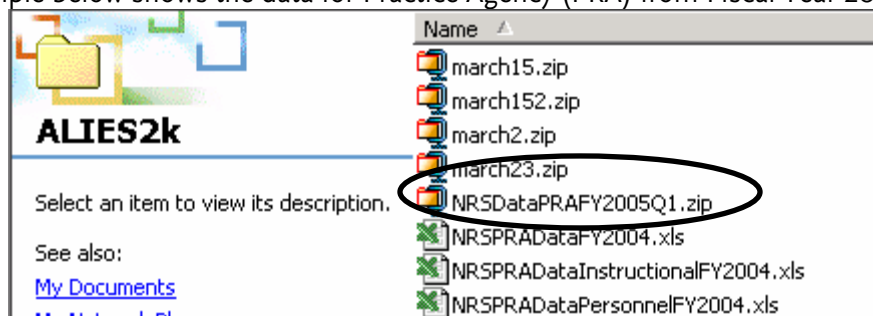


9. A Zip file is created in the folder C:\Program Files\ALIES2K or the folder in which the ALIES software resides. For most programs this is C:\Program Files\ALIES2k. The name for the file is generated using the words "NRS Data", the agency code, the fiscal year and the deadline timeframe. For example, if the agency code for the Literacy Assistance Center were PRA and it was the Quarter 1 submission of Fiscal Year 2007 the backup file would be called NRSDataPRAFY2007Q1.ZIP.

10. To locate the backup data file and check to ensure that it was created, exit the ALIES Funding Reports module.
11. Explore your computer using WINDOWS Explorer or “My Computer” and locate the file path C:\Program Files\ALIES2K or the path where the ALIES software resides.



12. Look in the ALIES2K folder and you should see a file with the extension .ZIP that includes the words “NRS Data”, your agency code and the fiscal year “FY200x”. The example below shows the data for Practice Agency (PRA) from Fiscal Year 2005.



13. The next step is to submit this zipped data file to the LAC. There are several options for data submission.

a. Data can be sent to the LAC via: email attachment, diskette, zip disk, or CD.

**Mailing Address:** Literacy Assistance Center  
32 Broadway, 10th Floor,  
New York, NY 10004  
Attn: James Lennox

**Email Address:** [aliesdata@lacnyc.org](mailto:aliesdata@lacnyc.org)

b. Data submissions should be accompanied by the following:

1. Name of the file being sent
2. Date the file was created or copied
3. Agency ID
4. Name, phone # and email of the person sending the file

c. Within 5 business days of sending your data, you will receive an official email confirmation that data was received by LAC. If you have not, please contact the ALIES support line at 212-803-3357 or by email at [aliessupport@lacnyc.org](mailto:aliessupport@lacnyc.org).