

How do I create a self vs. external assessment comparison report?

1 CLICK ON CREATE REPORT

2 CHOOSE PQA

3 SELECT WHICH PQA
FORM YOU ARE USING

4 SELECT YOUR SITE

5 CHECK THE BOXES NEXT TO
SELECT EXTERNAL FORM AND
SELECT SELF FORM

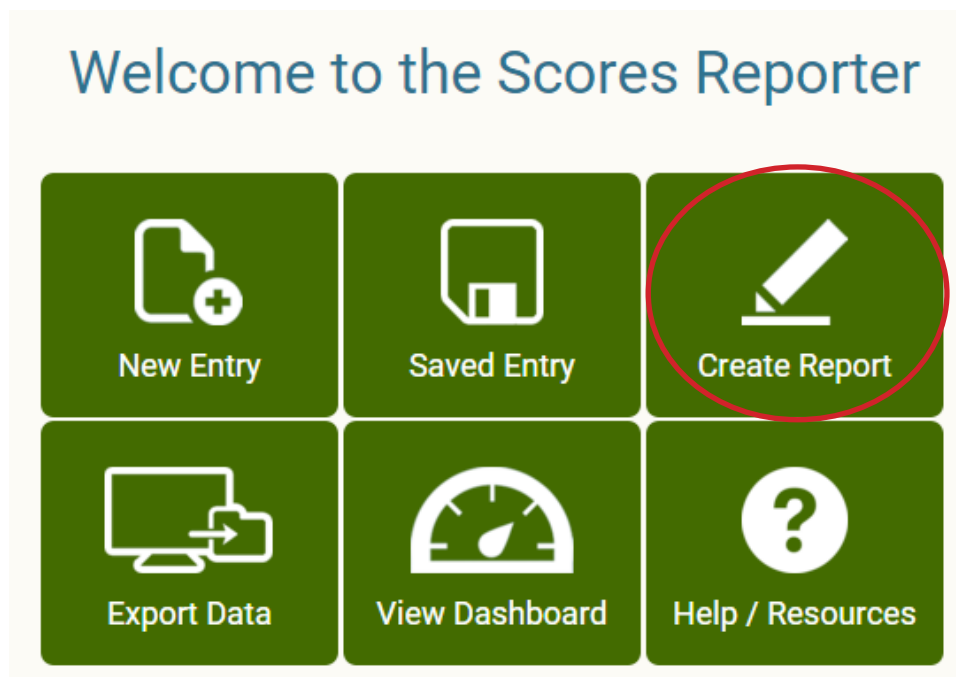
6 SELECT SAVED ASSESSMENT
ENTRIES

7 RUN REPORT

Self assessment vs. External assessment comparison reports are useful for anyone who would like to gain a better understanding of not only the overall results of these two types of assessments but also what the difference or similarity in these reports might help reveal. Differences in the self and external assessment results can often offer insight into where the program might not be aware that they check the results of an external assessment that was conducted at their facility and see where they may improve, as well as develop recommendations on effective ways to advance their program.

NOTE: You will only be able to run reports for forms that have already been submitted.

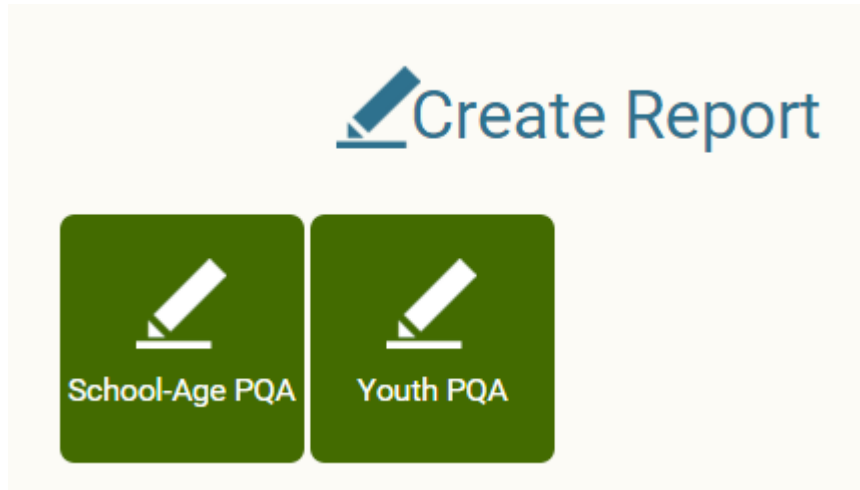
1. From the CYPQ homepage (depicted below), click the 'Create Report' tile (circled in red below) located in the top right of the tile cluster.



2. On the next page click on the 'PQA' tile (circled in red below).

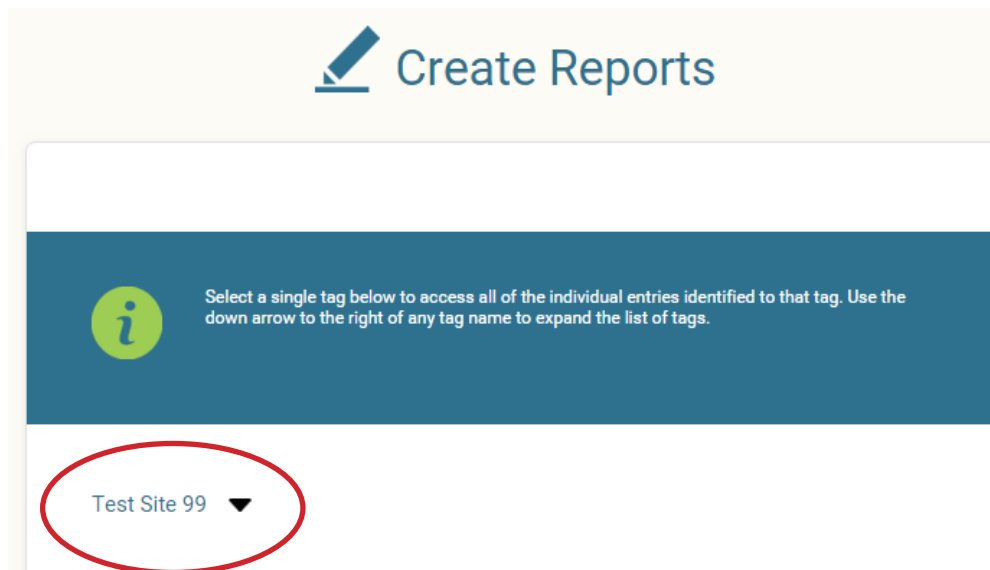


- From there you must select what type of PQA form was being used (e.g. Youth PQA, School-Age PQA, etc.).




- Once the form type is selected, select the site for which you are interested in creating a report for by clicking the site name (example circled below in red).

NOTE: Most users will only have the option of choosing their particular site on this menu. If you don't see the name of your site in this menu please contact the CYPQ Portal helpdesk at scoresreporter@cypq.org



5. From there, check the boxes to the left of both 'Select Self Form' (circled in red below) and 'Select External Form' (circled in blue below).

Create Reports

 Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the [Advanced Reporting](#) link.

[Advanced Reporting](#)

Select Self Form

Select External Forms

Sample Dataset

- This will bring up all available self and external assessment forms for the selected site. Select the forms for which you are interested in running the report (examples below).

NOTE: If more than one entry is selected within either category (self-forms *or* external forms) the results of those entries will be aggregated (averaged) into a single entry (i.e. if you selected both ID 34437 *and* ID 35007 within the self-form category, the result would be a report that is a single entry made up of the average of those two forms). However if the forms come from different categories (i.e. self forms *and* external forms) then the results will be displayed in a comparative way as opposed to being aggregated. For more advanced features visit the 'Advanced Reporting' page located below the 'Run Report' button.

Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the [Advanced Reporting link](#).

Run Report

[Advanced Reporting](#)

Select Self Form

ID: 34437 - School-Age PQA - 10/05/2015
 ID: 35007 - School-Age PQA - 10/29/2015


Select External Forms

ID:34438 - School-Age PQA - 10/01/2015

Sample Dataset

Select New Tag

- Once a report has been selected the 'Run Report' button at the top of the page (circled in red below) will turn blue. Click it to process and display the report for the self vs. external assessment comparison.



Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the Advanced Reporting link.

Run Report

[Advanced Reporting](#)

Select Self Form

- ID: 34437 - School-Age PQA - 10/05/2015
- ID: 35007 - School-Age PQA - 10/29/2015

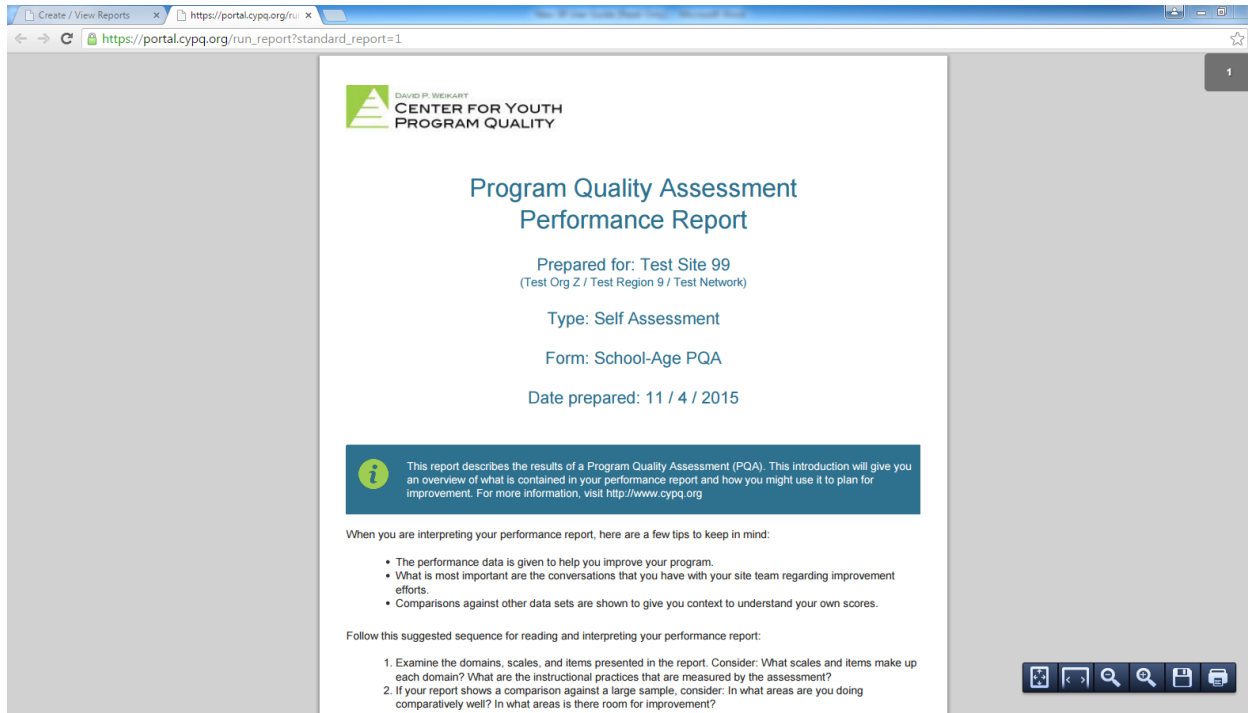
Select External Forms

- ID:34438 - School-Age PQA - 10/01/2015

Sample Dataset

Select New Tag

The new report will appear in a new browser tab.



The report is broken down into four main sections. The first section is comprised of the first two pages and provides a guide to report interpretation. The second section will give information regarding overall (domain and scale level) performance both visually and numerically in a comparative manner. The third section will give a more detailed (item level) review, again, with results set side by side. And the fourth section is a tool to help you develop and enhance your program using the information provided in the report.

NOTE: Under single assessment reports, the fourth section allows you to review any anecdotes/observations that were made in the assessment. This is only a feature of single assessments and will not appear if more than one form is included in the report.