

How do I create an external assessment report?

1 CLICK ON CREATE REPORT

2 CHOOSE PQA

3 SELECT WHICH PQA
FORM YOU ARE USING

4 SELECT YOUR SITE

5 CHECK THE BOX NEXT TO
SELECT EXTERNAL FORM

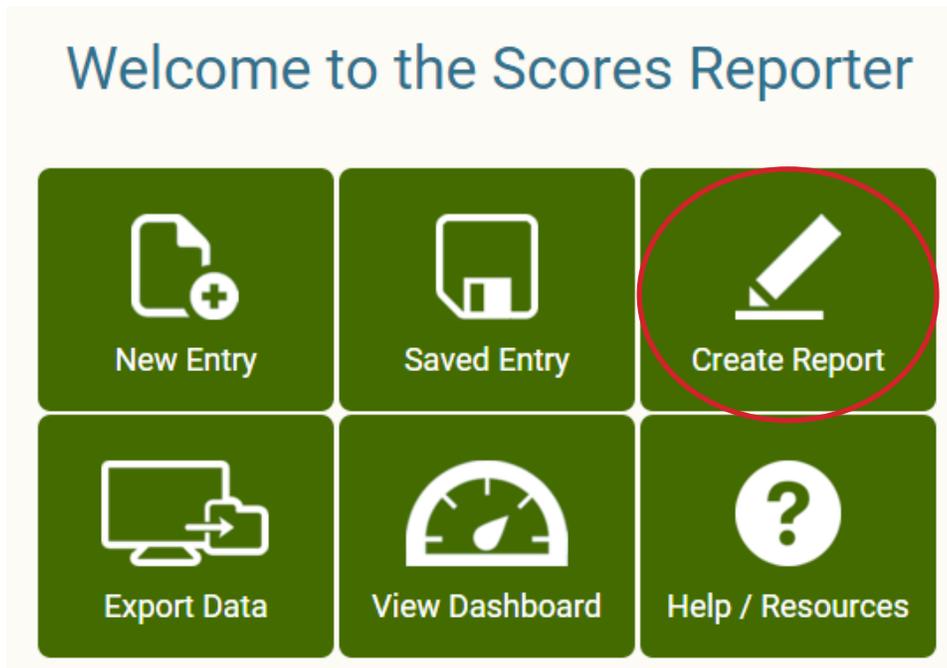
6 SELECT AN
EXTERNAL-ASSESSMENT ENTRY

7 RUN REPORT

External assessment reports are useful for anyone who would like to check the results of external assessments conducted at their site in order to 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.

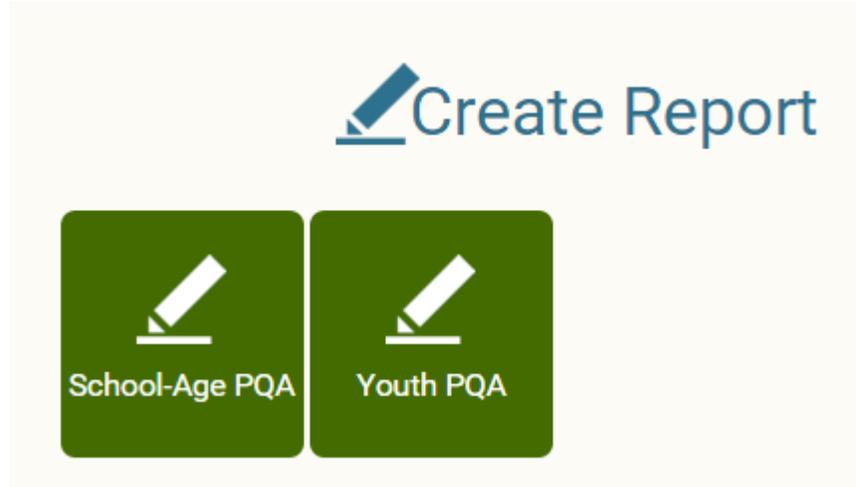
1. From the CYPQ homepage (depicted below), click the 'Create Report' tile (circled in red below) located in the top right of the tile cluster.



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

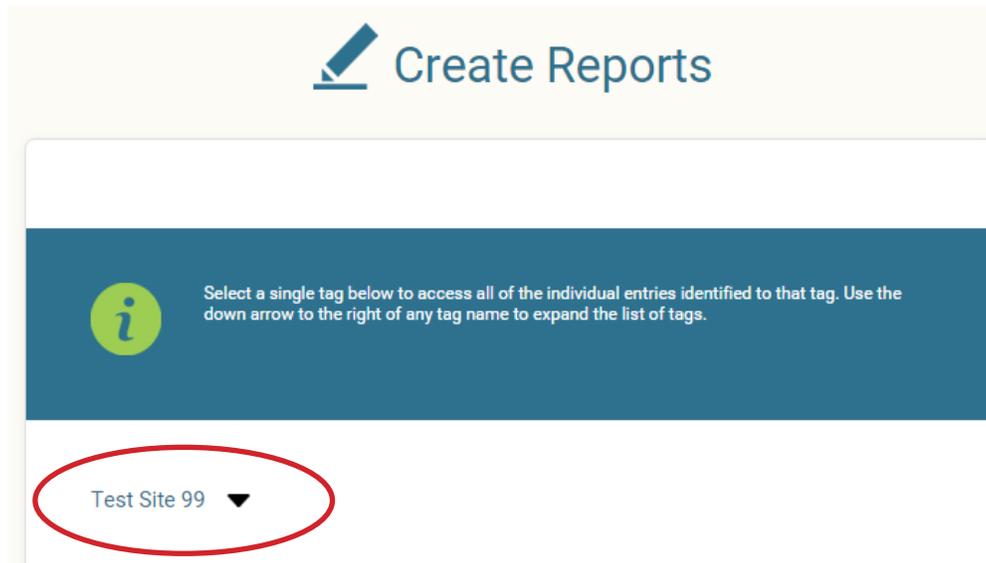


- From there you must select what type of PQA form was being used (e.g. Youth PQA, School-Age PQA, etc.).



- 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 box to the left of 'Select External Form' (in red box below).

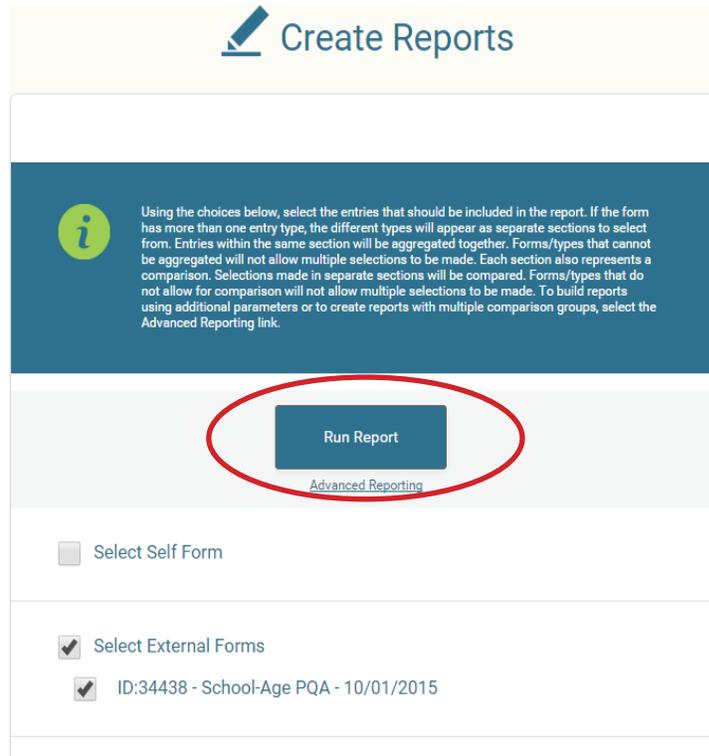
The screenshot shows the 'Create Reports' page. At the top, there is a blue header with a pencil icon and the text 'Create Reports'. Below this is a white box containing an information icon (a lowercase 'i' in a green circle) and a paragraph of text: 'Using the choices below, select the entries that 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.' Below the text is a grey 'Run Report' button and a blue link for 'Advanced Reporting'. Underneath are two radio button options: 'Select Self Form' and 'Select External Forms'. The 'Select External Forms' option is enclosed in a red rectangular box.

6. This will bring up all available external assessment forms for the selected site. Select the form for which you are interested in running the report (example in red box below).

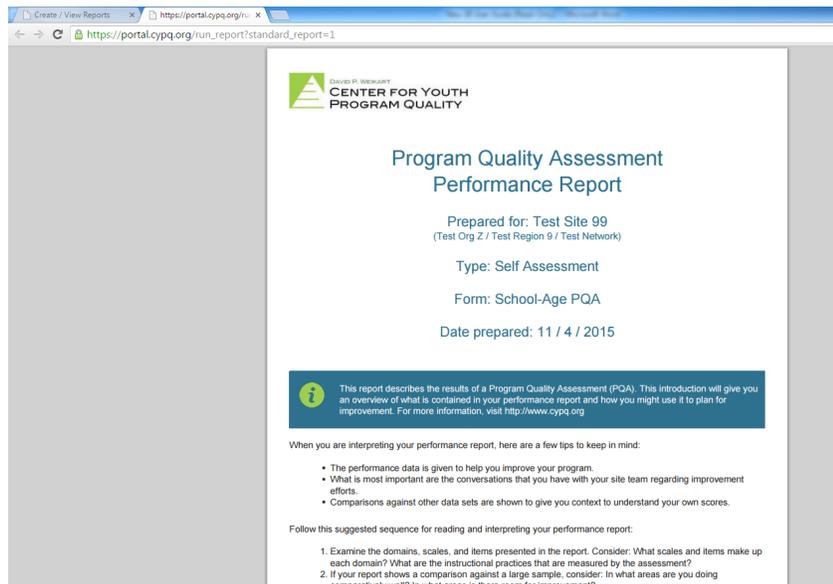
NOTE: If more than one entry is selected within either category (self-forms *or* external forms) the results of those entries will be aggregated (averaged) into a single entry (i.e. if you selected both ID 34437 *and* ID 35007 within the self-form category, the result would be a report that is a single 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.

This screenshot is similar to the previous one, showing the 'Create Reports' page. The 'Select External Forms' radio button is now checked. Below it, a list of external forms is displayed. The first entry, 'ID:34438 - School-Age PQA - 10/01/2015', is highlighted with a red rectangular box.

7. 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 external assessment.



The new report will appear in a new browser tab.



The report is broken down into five 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. The third section will give a more detailed (item level) review. The fourth section is where you may review any anecdotes/observations that were made. And the fifth section is a tool to help you develop and enhance your program using the information provided in the report.