

Appendix E: Using ED Data Express, Fast Facts, and Excel Pivot Tables to Analyze Title I, Part D Outcome Data

This appendix provides step-by-step guidance on how to download Title I, Part D performance data from ED Data Express, view data in Fast Facts, and create pivot tables in excel using the data. This appendix provides additional details to the [Accessing Data](#) section.

Downloading Data from ED Data Express

In [ED Data Express](#), to start, select the download option on the landing page.

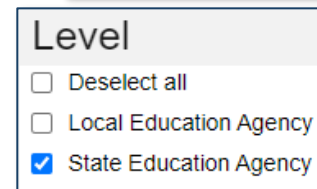
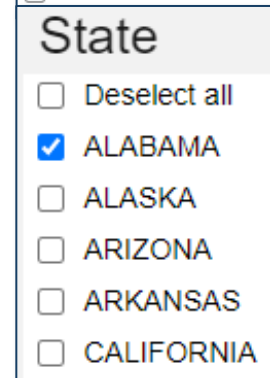
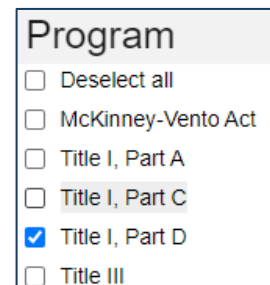


Then hit the "RESET FILTERS" button, as the download page will be populated with filters that do not apply to Title I, Part D programs.

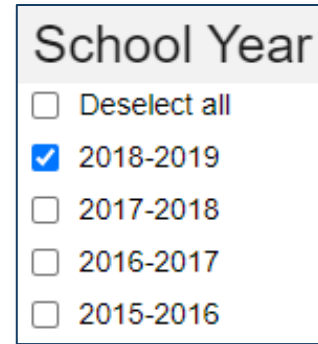


Next, make the following selections in the Program, State, Level, School Year, Data Topic, and Data Description boxes in the left-hand column:

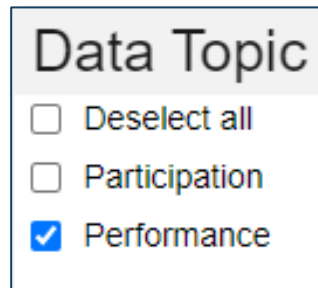
1. In the **Program** box, select "Title I, Part D."
2. In the **State** box, select a State to view. We selected Alabama given the large number of students served within juvenile correction facilities.
3. In the **Level** box, select either "Local Education Agency" or "State Education Agency." LEA contains information for Subpart 2, while SEA contains information for Subpart 1.



4. In the **School Year** box, select a school year to view.

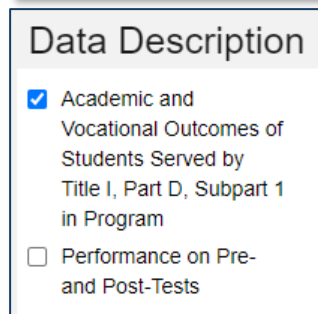


5. In the **Data Topic** box, select “Performance.” This selection contains the outcome data.



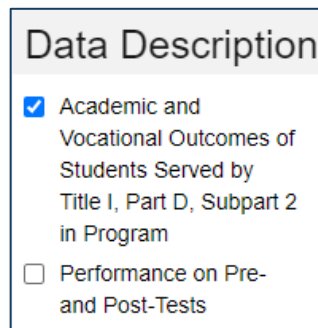
6. After selecting a Data Topic, a new box entitled **Data Description** will appear. The selection in the Data Description box will depend on the selection in the Level box above:

- If “State Education Agency” is selected for Level, then select “Academic and Vocational Outcomes of Students Served by Title I, Part D, Subpart 1 **in Program**” in the Data Description box.



*Note: There is a similar selection entitled “Academic and Vocational Outcomes of Students Served by Title I, Part D, Subpart 1 **After Exit**.” Users should use the selection ending in “**in Program**.”*

- If “LEA” is selected for “Level,” then select “Academic and Vocational Outcomes of Students Served by Title I, Part D, Subpart 2 **in Program**.”

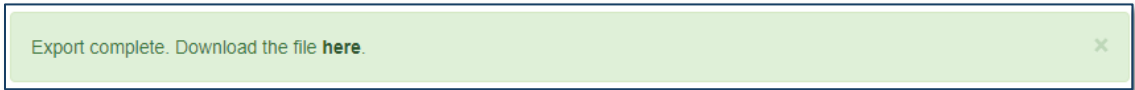


*Note: There is a similar selection entitled “Academic and Vocational Outcomes of Students Served by Title I, Part D, Subpart 2 **After Exit**.” Users should select the option ending in “**in Program**.”*

7. Review the columns in the table. There may be irrelevant columns to remove to produce a cleaner spreadsheet. To remove a column, click on the blue box with an “X” next to the variable name. Below are the names of the columns to keep. In general, if a column is blank, it is probably fine to remove it.

- For Subpart 1, keep the following columns: School Year, State, Data Group ID, Data Description, Value, Category, and Title I, Part D Program Type.
- For Subpart 2, keep the following columns: School Year, State, NCES LEA ID, Local Education Agency (School District) Name, Data Group ID, Data Description, Value, Category, and Title I, Part D Program Type.

- Click download data and select CSV to download a file of the State’s program outcome data. This will produce a message “Export complete. Download the file **here**.” Click on “**here**” to download the file.

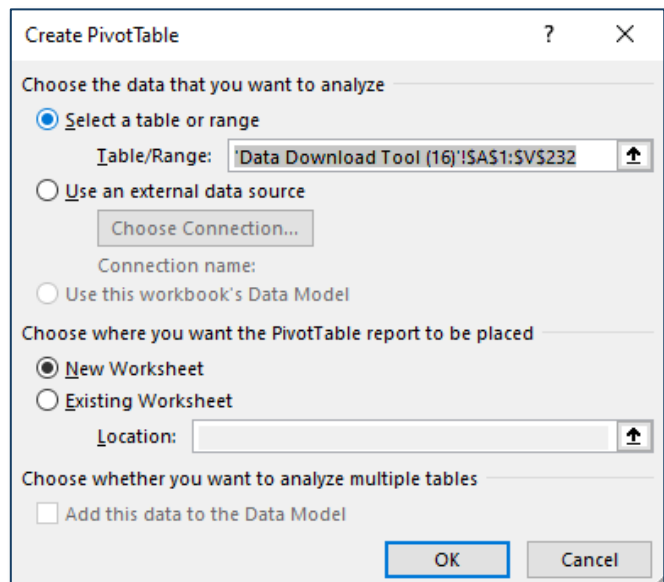
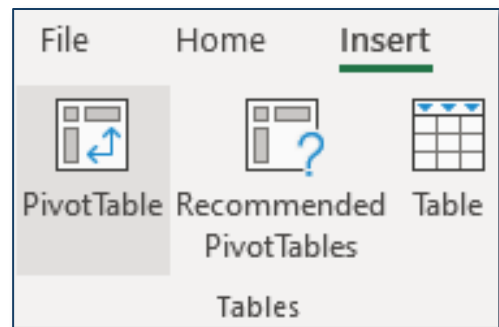


This datafile will contain data on the number of students who achieved a particular outcome by program and outcome type. This will contain only performance data.

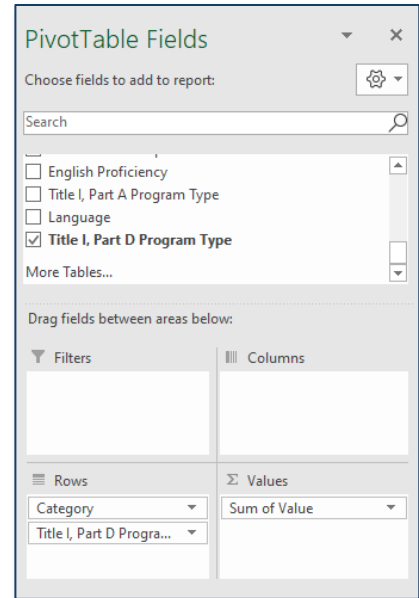
Note: spreadsheet cells that have missing data will contains an “S”.

Creating a Pivot Table in Excel

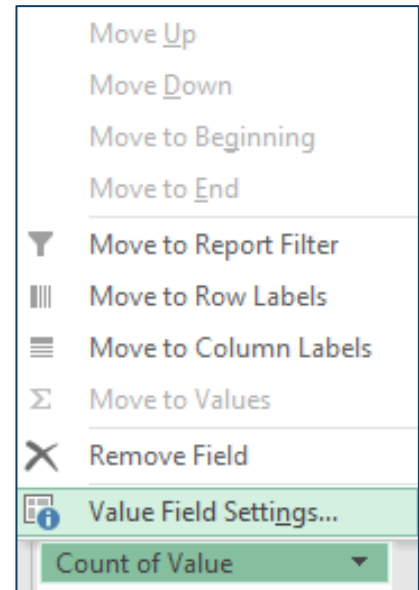
- For Subpart 2 only, since the data are at the LEA level, the user needs to sum the data to the State level for program and outcome. The user can use a pivot table or sum function to aggregate the data to State level.
- In the spreadsheet, select all cells with data.
 - At the top tool bar, click on “insert” and then select **pivot table**.
 - This will cause a window to pop up that will confirm the range selected and provide the option for the pivot table to output in a new sheet or the current sheet. Click **OK** when ready.



- This will cause a pivot table to appear in a new sheet. Use the **PivotTable Field** window on the right-hand side to populate the table. Drag “Title I, Part D Program Type” to the rows box, drag “Category” to the rows box as well, and drag “Values” to the values box.



- Be sure that the values option is set to sum. Click on the arrow next to “Count of Value” and select “Value Field Settings.” Then select “Sum” and click “OK.”



- This will create a table that aggregates the number of programs to the State level for Subpart 2.

Row Labels	Sum of Value
Earned a GED	90
At risk programs	39
Juvenile correction	32
Juvenile detention	9
Neglected Programs	10
Other programs	0
Earned high school course credits	2404
At risk programs	564
Juvenile correction	264
Juvenile detention	1464
Neglected Programs	112
Other programs	0
Enrolled in a GED program	298
At risk programs	99
Juvenile correction	134
Juvenile detention	53
Neglected Programs	12
Other programs	0

Using Title I, Part D Fast Facts Data

Next, use the following steps to access participation data from [Fast Facts](#).

1. In the upper-righthand corner, use the dropdown to select a State.
2. Then, click the buttons underneath for Subpart 1 or Subpart 2 to view the Subpart of interest.
3. Click on the rectangle box entitled “II. Program Types” to view data by program type.

Select a State then a Subpart:

Alabama ▼

View Subpart 1
View Subpart 2

II. Program Types ▼

4. Scroll to the table entitled “Student Participation by Program Type” to view the number of students in each program. The table will display data for the three most recent years data are available.

Program Types	Alabama						United States					
	2016-17		2017-18		2018-19		2016-17		2017-18		2018-19	
Neglected Programs	0	0%	7	1%	132	8%	3,903	6%	4,911	8%	5,096	8%
Juvenile Detention	0	0%	0	0%	788	51%	15,108	22%	14,459	22%	17,832	28%
Juvenile Corrections	332	60%	340	60%	435	28%	26,931	40%	24,925	38%	20,192	32%
Adult Corrections	220	40%	219	39%	198	13%	19,032	28%	19,006	28%	18,571	28%
Other Programs	0	0%	0	0%	0	0%	2,379	4%	1,838	3%	1,905	3%

This table will contain participation data, reflecting the total number of students in programs, for the selected State and the United States.

When using the performance data file and participation data table, the user should check that the year and Subpart (LEA or SEA) is the same to ensure accurate calculations. Users can use the participation and performance data to calculate the percentage of students achieving outcomes by program type.