

# In-Home Learning System Tracking and Reporting

## Page Tracking

Client activity within the BA web site is tracked to the second. Every page hit records a closing time stamp on the prior page and a beginning time stamp on the current page. Users leaving browsers open indefinitely do not get credit, there is a ten minute threshold after which the last page time stamp is closed. A Usage Detail report is available to Case Managers that lists all pages a client clicked and the amount of time spent on each page.

## Computer Activity Tracking

Business Access computers come equipped with technology that tracks all activities on the computer, both internet activities and client computer activities. This serves a two-fold purpose, it allows remote auditing of client activities and it also provides the ability to credit clients for time spent in program activities such as working in Microsoft Office, etc. Any client software may be targeted for tracking based on the executable that is used to launch the software.

## Participation Tracking

Participation reports provide a comprehensive summary of client activities by combining information from Event Tracking, Page Tracking, and Computer Activity Tracking into a single report. All client activities are classified into participation categories so that the report reflects accurately the focus and amount of time spent by and on behalf of clients in specific categories. Participation categories include the following:

## Participation Categories

Basic Education Skills/ABE
Community Service
Employment
ESL - English as a second language
GED
Job Readiness/Pre-employment
Job Search
Job Skills
Life Skills
Occupational Skills Training
Vocational Education
Basic Education Skills/ABE



## Reports

There are many different types of report provided by the Business Access system to track and monitor client progress. Available reports include the following:

Daily Participation Report
Progress Summary Report
Events Report
Usage Detail Report
Curriculum Completion Report
Training Credit Report
Work Hours Report

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http://www.business-access.com/secure/reports/dailypartreport.asp

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### Daily Program Participation

Program Participation

[Print This Page](#) [Request CSV File](#)

**Community Report (TX Workforce Solutions Greater Dallas)**  
 License Set: TXDA InHome Learning Youth  
 Change Report Type

Current Time: 5/19/2009 12:45:24 PM  
 Date Range: 4/1/2009 - 5/15/2009  
 Change Date Range

For Achievers

Name	SSN	Basic Ed	ESL	GED	Job Skills	Life Skills	Occ Skills	Total
<a href="#">Bocanegra, Adrian</a>		0:00:00	0:00:00	0:00:00	0:21:37	5:03:38	80:12:16	<b>85:37:31</b>
<a href="#">Bounthavy, Jimmy</a>		0:00:00	0:00:00	0:00:00	0:10:42	4:10:01	83:04:48	<b>87:25:31</b>
<a href="#">Corona, Gildardo</a>		0:00:00	0:00:00	0:00:00	0:10:23	3:18:20	20:45:38	<b>24:14:21</b>
<a href="#">Garcia, Hector</a>		0:00:00	0:00:00	0:00:00	0:00:00	0:13:55	95:35:45	<b>95:49:40</b>
<a href="#">Garcia, Lizett</a>		0:00:00	0:00:00	0:00:00	0:00:00	0:46:19	30:18:45	<b>31:05:04</b>
<a href="#">Hemphill, Alexis</a>		0:00:00	0:00:00	0:00:00	0:10:01	1:03:58	74:38:55	<b>75:52:54</b>
<a href="#">Lopez, Cristobal</a>		0:00:00	0:00:00	0:00:00	0:09:58	4:47:53	40:39:29	<b>45:37:20</b>
<a href="#">McBride, Labresha</a>		0:00:00	0:00:00	0:00:00	0:11:39	1:52:12	96:58:24	<b>99:02:15</b>
<a href="#">Merchant, DaKodah</a>		0:00:00	0:00:00	0:00:00	0:10:46	4:35:14	78:46:33	<b>83:32:33</b>
<a href="#">Mock, Raenell</a>		0:00:00	0:00:00	0:00:00	0:08:16	8:19:11	167:09:54	<b>175:37:21</b>
<a href="#">Moriarty, Allen</a>		0:00:00	0:00:00	0:00:00	0:13:17	3:28:02	24:44:27	<b>28:25:46</b>
<a href="#">Sloan, Gabrielle</a>		0:00:00	0:00:00	0:00:00	0:00:00	0:31:45	29:20:40	<b>29:52:25</b>
<a href="#">Worlow, Cessna</a>		0:00:00	0:00:00	0:00:00	0:30:00	2:56:12	17:06:38	<b>20:32:50</b>
<b>Total</b>		<b>0:00:00</b>	<b>0:00:00</b>	<b>0:00:00</b>	<b>2:16:39</b>	<b>41:06:40</b>	<b>839:22:12</b>	<b>882:45:31</b>

Total Person Count = 13

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 http://www.business-access.com/secure/admin/user\_admin/progress.asp

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Koncetia Hicks (khicks29381) [Create a Ticket](#) [Edit Address](#) | [Phone](#) | [E-mail](#)

License	Community	License Type	License Set	License Order	Expiration	Pay Point Status
20655	TXDA	Achiever	TXDA InHome Learning TANF 2007	TXDA InHome TANF G17	5/2/2010 12:47:06 PM	Billable

System Profile  
 Achiever Profile  
 Security  
 Access Information  
 Achiever Progress  
 Tech Support  
 Orientation  
 ISP Account  
 E-mail Account  
 Event Log  
 Notes  
 Add New Message  
 Add Mentor Event

**Achiever Progress** as of 5/19/2009 1:20:04 PM

**Koncetia Hicks**  
**License Expiration Date:** 5/2/2010 12:47:06 PM  
**Current Week:** 5/17/2009 - 5/23/2009 11:59:59 PM  
 For this week our records indicate that you have been on our site for **2 Hours 2 Minutes**. Wow, you've been working hard!

Year	Month	Time	Requirements Met	Percentage Met
2009	May	42 Hours 15 Minutes		100.00%

**Total Time** 42 Hours 15 Minutes  
**Avg Time Per Month** 42 Hours 15 Minutes  
**Requirements Met** 1 out of 1 Month (100.00%)

**Employment**

Company	Start Date	Job Title	Weekly Hours	Pay Rate	Pay Frequency	Currently Employed
Andrina home health	4/12/2009	health care	32	7.25	Hourly	Yes

**Training**

Assigned Curricula	Status	Score	Completion Date	Print Certificate
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### Current Workplaces

	Company	Start Date	Job Title	Currently Employed
<a href="#">Edit</a>	Platinum Select Staffing Inc.	3/17/2008	Administrative Assistant	No

**Edit**

Please fill out the form below about a current employer.

**Workplace**

**Company** Platinum Select Staffing Inc. **I Currently Work Here**  Yes  No

**Start Date**  (mm/dd/yyyy)

**Job Title**

**Weekly Hours**  Hours

**Pay Rate** \$  .  Per

**Street Address**

**Street Address 2**

**City**

**State**

**Zip Code**  -

**Phone Number** (  )  -  Ext:

**Supervisor's Name**

**Supervisor's Phone Number** (  )  -  Ext:

Business Access - View Work Hours - Windows Internet Explorer provided by Business Access  
 http://www.business-access.com/secure/profile/hours\_detail.asp?pers\_work\_hours\_id=37995

[Close Window](#)

### View Work Hours

**Koncetia Hicks** For the week of **5/11/2009 - 5/17/2009** (32 total hours)

Andrina home health	
<b>Hours Worked</b>	32
<b>Pay Rate</b>	\$7.25/Hour
<b>Promotion</b>	No
<b>Additional Comments</b>	
<b>Address</b>	1302 Nshilho rd garland, 75042
<b>Phone Number</b>	(214) 815-4297
<b>Supervisor</b>	Andrina lapsley
<b>Supervisor's Phone</b>	(214) 815-0259

Internet 100%