Florida College System

Chapter 2

2014-15 Data Submission Procedures

July 01, 2014
Section 2.0 – Procedures

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Section 2.0 - Data Submission Procedures
DATA SUBMISSION PROCEDURE

1.0 Introduction

1.1 The Need for the Data Submission Procedure

In 1991, the Auditor General criticized the Division of Community Colleges, Bureau of Research and Information Systems, for its failure to implement and enforce a procedure that results in a more timely receipt of data that the colleges are required to submit to our agency. This procedure has been developed to formalize the data reporting process.

1.2 The Elements of the Data Submission Process

There are three elements to the process by which colleges submit data to the Community College and Technical Center Management Information Systems (CCTCMIS):

a) A period of time during which the CCTCMIS is prepared to receive data for a particular submission.

b) A process by which colleges submit and verify their data through verification/exception reports. If data is unreasonable, colleges can resubmit and clean-up all errors found during verification.

c) A cut-off date.

2.0 Notification of Data Submission Periods

At the beginning of the reporting year, the colleges receive a timeline indicating the start dates and cutoff dates for all the CCTCMIS data submission periods.

In addition, the colleges are notified in writing approximately one month before the due date for each data submission coordinated by the CCTCMIS. The CCTCMIS uses the Reports Coordinator as the primary contact person at each college for liaison activities concerning the submission of data.

When the CCTCMIS finds it necessary to change any established, recurring submission period(s), the change will be reviewed by the Management Information Systems Advisory Task Force (MISATFOR) if time permits.

3.0 Submission Periods

After consultation with MISATFOR, the CCTCMIS establishes a period of time during which the CCTCMIS is prepared to receive data for a particular submission. During this time, the CCTCMIS will have systems in place and operational to support the needs of the colleges as they proceed through the submittal process.

The CCTCMIS establishes the mechanisms by which colleges submit data for a particular submission. The mechanisms include: (1) instructions for using the FIRN network for data transmission, (2) machine record formats that specify the order of data in the data submission package, (3) programs for the colleges to run to initiate any trigger files required to process college data, (4) programs that generate reports (if applicable) for the colleges to use in correcting data that failed one or more edit criteria, and (5) programs that generate appropriate verification reports (if applicable) when the data pass
the edit criteria to help colleges analyze the accuracy of their data. The mechanisms also include hard copy submission of data where appropriate.

4.0 Procedures During Data Submission Period

After the Submission Period Start Date, colleges should begin sending their data for processing. One day after the due date, if error-free data has not been received, the Reports Coordinator will be notified in writing with a copy sent to the College President. One week after the Reports Coordinator has been sent notification of late submission, if error-free data has not been received, the Division of Accountability, Research, and Measurement (ARM) will contact the College President by letter with a copy sent to the Reports Coordinator.

When the college’s data has no errors and is loaded into the database, the college should retrieve all exception and verification reports generated. The college should analyze the reports to verify the accuracy of their data. If the college finds errors in the submitted data, the college may re-submit the data or modify the data through the batch update process during the remainder of the data submission period.

5.0 Edit Process Procedures during Data Submission Period

When the Submission Period starts, CCTCMIS staff will schedule the edit process one time (usually at noon) during the day, and one time at night (after 9pm). The verification reports will be generated only at night (after 9pm). Seven working days before the due date, CCTCMIS staff will start checking for the college data files and scheduling the edit process during the day, but the verification reports will be generated only at night. After the due date, the edit process scheduling will return to one time a day, and one time at night.

Seven working days before the end of the submission, CCTCMIS staff will start checking for the college data files and scheduling the edit process during the day. Based on the number of colleges submitting data, the verification reports may be generated during the day.

If college staff calls to have the verification report generated during the day, CCTCMIS staff may generate the college verification reports during the day based on the number of colleges submitting data.

6.0 Data Submission Cut-Off Date

No data submissions, updates, or modifications by the colleges will be accepted outside the data submission period. Re-submissions of prior end-of-term data may be made during an open submission period in the same reporting year. The college must submit a request from the President or his/her designee by mail, fax, or e-mail to CCTCMIS staff, stating the data base, the term, and the reason for the re-submission. No changes or re-submissions will be made after the close of the annual reporting year. Changes may be made at the direction of the Auditor General as the result of an audit finding.
EXAMPLE OF A TIMELINE

An example using the 2009-10 Student Data Base End-of-Term (1E) submission illustrates how the Data Submission Process operates.

I. SUMMER END-OF-TERM (1E) AND FALL BEGINNING-OF-TERM (2B) DATA

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24, 2009</td>
<td>Submission Period Start Date. Colleges begin submitting Summer End-of-Term and Fall Beginning-of-Term data.</td>
</tr>
<tr>
<td>September 14, 2009</td>
<td>Due Date – colleges must load data by this date.</td>
</tr>
<tr>
<td>September 15, 2009</td>
<td>If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.</td>
</tr>
<tr>
<td>September 28, 2009</td>
<td>End of Submission Period. Summer End-of-Term and Fall Beginning-of-Term data must be loaded by this date. Database is closed out for the term.</td>
</tr>
<tr>
<td>September 29, 2009</td>
<td>Certification Forms are due to CCTCMIS no later than this date.</td>
</tr>
<tr>
<td>September 30, 2009</td>
<td>If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.</td>
</tr>
<tr>
<td></td>
<td>If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.</td>
</tr>
</tbody>
</table>
SAMPLE INSTRUCTIONS TO SUBMIT DATA TO NWRDC

NOTE: THIS IS AN EXAMPLE USING WS_FTP32, REFER TO YOUR FTP PROGRAM DOCUMENTATION FOR INFORMATION SPECIFIC TO YOUR SYSTEM.

1. Initiate WS_FTP32 with the following profile options. These options can be saved and reused.

Note: The IP address for you do not have the address refer to website at:

http://www.nwrdc.fsu.edu/zOS_Support/index_ftp.htm

2. Once the connection is established, point and right-click within the remote system area. Point to the FTP commands and select the SITE option.
3. Enter the command ‘LRECL=’ and the corresponding required record length for the system file you are uploading.

Example: Student Data Base ‘LRECL=200’

Set Data Base files using the following record lengths:

SDB LRECL = 200
PDB LRECL = 150
FAC LRECL = 80
APR LRECL = 200
ADB LRECL= 200

Also, after setting the record length, type a space and type:
‘TRACKS PRI=400 SEC=200’

TRACK CALCULATION

Take the number of records submitted divided by the total Number of records per track. Round the results up to the next whole number.

<table>
<thead>
<tr>
<th>Data Base</th>
<th>LRECL</th>
<th>BLKSIZE</th>
<th>SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDB</td>
<td>200</td>
<td>27800</td>
<td>278 recs/trk</td>
</tr>
<tr>
<td>PDB</td>
<td>150</td>
<td>27900</td>
<td>372 recs/trk</td>
</tr>
<tr>
<td>FAC</td>
<td>80</td>
<td>27920</td>
<td>698 recs/trk</td>
</tr>
<tr>
<td>APR</td>
<td>200</td>
<td>27800</td>
<td>278 recs/trk</td>
</tr>
<tr>
<td>ADB</td>
<td>200</td>
<td>27800</td>
<td>278 recs/trk</td>
</tr>
</tbody>
</table>

NUMBER OF RECORDS / NUMBER OF RECS/TRK = PRI Make SEC 15% of PRI

4. When using a Windows based FTP, it is recommended that you enclose the PC data file in single quotes (ex. C:\My Documents\‘CC20.PDB.PERSON.T2E2003’). This will allow for a direct file transfer without renaming the file and ensure proper placement at NWRDC.

‘CCcc.sysname.fname.Tttyear’

Where:

- cc = college number (ex. 01, 15, 20, 28)
- sysname = system name (STU, PDB, FAC, APR, ADB)
- fname = file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)
- tt = term and term submission period (1B, 1E, 2E, etc.)
- year = year (i.e. 1999)
5. Select the file you are uploading and initiate the upload.

Note: Files must be uploaded as ASCII.

6. Evaluate FTP messages after upload to determine if the process has been successful.
7. Once the file is uploaded, select the data file and review its attributes. With WS_FTP32 you can select the data file and press the DirInfo button. This selection will open a listing of the file’s attributes.

8. Once the data file is uploaded, repeat step 4 and upload a dummy file with an additional node of ‘INITIAL’ (‘CCcc.sysname.fname.Tttyear.INITIAL’). This file is used to control the initiation process, and it is called the trigger file.

Example: ‘CC01.STU.STUDENT.T2E2000.INITIAL’

KEY: Uppercase items are hardcoded literals
Lowercase items are variable values

Example: CCcc.sysname.fname.Tttyear = ‘CC20.PDB.PERSON.T1E2001’

cc = your college number (1-28)
uname = your user name
**** = your password
tt = Term and term of submission (1B, 1E, 2E, etc.)
year = year (i.e. 1999)
sysname = system name (STU, PDB, FAC, APR, ADB)
fname = file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)
lrecl = Logical Record Length
abcd.efgh.ijkl.mnop = NWRDC current IP address located at:
http://www.nwrdc.fsu.edu/zOS_Support/index_ftp.htm
Section 2.1 -
Data Submission Certification Forms
INSTRUCTIONS TO COMPLETE THE CERTIFICATION

All-In-1 Certification Form: This single form will be used to certify all databases for a given certification due date. The new form was developed with Microsoft’s InfoPath program and can be accessed via SharePoint on the College Restricted SharePoint Web site (https://restrictedbi.fldoehub.org/CCTCMIS/c/).

Getting Started:

- Log into the College Restricted Site and click on All-in-1 Certifications (See Table of Contents list.) RESULT: The All-in-I Certifications form library appears.

- Click on the NEW button, and then click on “All-in-1 Certification Form”. RESULT: A blank certification form appears.

Completing the Form:

Step 1. Select your institution.
Step 2. Select whether you are a 2-year or 4-year institution.
Step 3.

a. From the list of certifications and submissions, select “Data Base Certification.”

b. Select the term that is being certified.

Step 4. The certification portion of the form now appears.

a. By default it assumes that each data base was loaded and your reports appear accurate.

Click “No” for any data base that cannot be certified. Non-certified data base(s), must be accompanied by an explanation. (See Step 4b regarding the Explanation field.)

To include an “optional explanation” select the appropriate checkbox in the Certified section.
b. **Explanation Field:** The Explanation field will automatically appear beneath the signature area. (Note: Each data base explanation having its own text box.)

Step 5. Complete the Signature section by entering the following:
   a. Approver
   b. Approver’s Title
   c. Submitter Name
   d. Submitter’s Phone

Next, print the form so that it can be signed by the appropriate authorized designee.

Step 6. To return the signed form:
   a. Scan the signed form and save locally in PDF format, naming the file: “your college name”.
   b. Go to the College Restricted Hub and open the All Certifications folder □ Year folder □ Certification type folder.
   c. Click **Upload □ BROWSE** □ select the PDF file from Step-A above; and upload the PDF file.