

Florida College System Data Submission Procedures

Reporting Year 2017-18

Version 2.00



PREVIOUS VERSIONS ARE OBSOLETE

CHANGES SINCE LAST MAJOR REVISION

1. Removal of references to mainframe submission and processing.
2. Explanation of the differences between test and production database submissions. This understanding is critical to maximizing submission efficiencies.
3. The daily scheduling of edit and verification processing.
4. The distinction between CCTCMIS database processing and TIBCO file processing supported by a different team.
5. The report production and delivery processes following database submissions.
6. For certifications, the expansion from one to three direct-report designees for the President.

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Section I: DATA SUBMISSION PROCEDURE

Introduction

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 data submission procedure has been developed to formalize the data reporting process.

Data Submission Process Elements

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 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 cutoff date.

Notification of Data Submission Periods

Prior to the beginning of the reporting year, the colleges receive an annual submission schedule indicating the start dates and cutoff dates for all CCTCMIS data submission periods. The data dictionary for each database also contains a section with the schedule for that particular database.

In addition, the colleges are notified in writing approximately one month before the due date for each data submission coordinated by CCTCMIS. CCTCMIS uses each institution's **Reports Coordinator** as the primary contact person organizing activities concerning the data submission.

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

Submission Periods

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

CCTCMIS establishes the mechanisms by which colleges submit data for a particular submission. The mechanisms include:

- a. Data transmission schedules and instructions,
- b. Record formats that specify the order of data in the data submission package,
- c. Programs that generate reports (if applicable) for the colleges to use in correcting data that failed one or more critical edit criteria, and
- d. Programs that generate appropriate verification reports (if applicable) when the data pass all critical edit criteria to help colleges determine their data as complete and accurate.

Procedures During Data Submission Period

Colleges should begin sending their data for processing when the submission window opens. One day after the 'load' due date, if error-free data has not been received, CCTCMIS will notify the Reports Coordinator with a copy sent to the college's President. One week after the Reports Coordinator has been sent notification of late submission, if error-free data has not been received, the college's President will be notified 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 edit and verification reports generated. The college should analyze the reports to verify the data is complete and accurate. If the college finds omissions or errors in the submitted data, the college should re-submit the data through the process during the remainder of the data submission period. This cycle of submitting the data and analyzing the reports by the colleges should be repeated as necessary until the data is complete and accurate. CCTCMIS staff may run additional, ad hoc data quality checks and notify colleges as necessary if a potential issue is detected.

Edit Procedures During Data Submission Periods

For the 2E/3B and 3E term submissions, database processing has an optional opening to the "official" opening date (see the data dictionary calendar), and colleges may take advantage of this extra time to submit data. Throughout the submission period, edit and verification report processing will be run according to the following schedule:

6:00 a.m. to 9:55 a.m.	Edit report processing, every 5 minutes
10:10 a.m. to 10:25 a.m.	Verification report processing, once during this window
10:30 a.m. to 1:55 p.m.	Edit report processing, every 5 minutes
2:10 p.m. to 2:25 p.m.	Verification report processing, once during this window
2:30 p.m. to 5:55 p.m.	Edit report processing, every 5 minutes
6:10 p.m. to 6:25 p.m.	Verification report processing, once during this window
6:30 p.m. to 9:55 p.m.	Edit report processing, every 5 minutes
10:10 p.m. to 10:25 p.m.	Verification report processing, once during this window

Files will be accepted for processing at any time. Re-submissions of prior end-of-term data may be made during a subsequent term's open submission period in the same reporting year. The college must submit a request from the Reports Coordinator by e-mail to CCTCMIS administrators stating which database and prior term are being re-submitted, and the reason. The authorization is required to open that particular database and term. If multiple terms are submitted for processing, the files will automatically process in term order. Please note that for student and facilities processing, if a prior term submission fails due to critical errors and does not load, no subsequent terms will run for that database.

Due to the frequency and nature of this automated processing, plus the resource contention between the edit and verification processes, requests for additional, special, or "on-demand" verification reports runs will not be accepted.

Edit Procedures Outside Data Submission Periods

Any references to ".TEST" and ".PROD" file naming conventions will be detailed in a following section. No production (".PROD") data submissions will be accepted outside the data submission windows.

However, colleges may submit test (".TEST") files at any time prior to the submission window in order to test data, system changes, or prepare data for an upcoming data submission window, etc.

Submission of .TEST files are best used prior to the submission window opening. This will provide the initial edits early, allowing staff to clean up the errors prior to the window even opening. However, this "continual" open processing for .TEST files does require mention of a condition which may occur prior to a term's scheduled window. When new edits are being implemented for the coming term submission, those new edits are not guaranteed to be implemented until the time the submission window opens. So, while a .TEST file submission may pass the edits when submitted prior to the submission window, the same file may generate errors when submitted during the scheduled submission window.

No changes or re-submissions will be made after the close of the annual reporting year. However, changes may be made at the direction of the Auditor General as the result of an audit finding.

Data Submission Best Practices

In order to maximize the effectiveness of the available data processing tools, the following practices are strongly recommend:

1. Colleges use the .TEST functionality at their convenience ahead of submission windows to test their system data extracts. This is particularly important when the college has recently implemented significant system changes or new data extract program logic.
2. When the submission window opens, colleges submit .PROD files until zero critical errors are reported, the data is loaded into the database, and verification reports are generated.
3. When the submission window opens, submission of .TEST files can be confusing since the edit reports generated may or may not reflect the data that remains loaded on the database from a prior .PROD file run. Submission of a .TEST may be useful, but it requires a good understanding of the processes and prior file submissions.
4. Colleges review verification reports for complete and accurate data, reporting any issues which the college cannot address to the CCTCMIS administrators for investigation and resolution.

Data Submission Specifications

Secure File Transfer (sFTP)

The Florida Department of Education (FDOE) uses a product (referred to as “TIBCO”) to manage data transfers to and from the FDOE. There are TIBCO administrators within your institution who can assist you in the file transfer and notification process. These administrators have been provided TIBCO documentation and guidance for accessing the secure file transfer protocol (sFTP) process. TIBCO will send emails containing file information to the colleges as confirmation when files are received from the college and when files are sent to the college.

The FDOE recommends use of your college’s preferred and supported sFTP program. If you have any questions or problems following the TIBCO documentation and guidance for file transfer purposes, please submit your issue to FLDOE_SSO@FLDOE.ORG.

File Naming Convention

When naming a file for transfer, use one of the following naming conventions:

To submit a file for a test edit:	CCcc.sysname.fname.Tttyyear.TEST.txt
To submit a file for a production edit:	CCcc.sysname.fname.Tttyyear.PROD.txt
To submit a file for a “force” load:	CCcc.STU.STUDENT.Tttyyear.LOAD.txt

IMPORTANT: Force load functionality is available ONLY for student database submissions.

Where:

cc	= college number (e.g., 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 (e.g., 1E, 2E, 3B)
year	= year (e.g. 2016)

Files submitted must conform to the prescribed naming convention provided above. Additionally, the file naming conventions for specific data submissions are described in the numbered memorandums that precede each data submission window.

Functionality has been added to the data submission process that will notify a college if a file with an invalid filename is submitted and then deletes the file. It is important to ensure that the file names conform to the naming convention.

E-Mail Notification

Auto-generated email notifications will keep you up to date on your file submission status. You will receive email notifications when:

1. A file is submitted with an invalid filename
2. A production (.PROD) file is submitted outside of a processing window
3. Edit process begins
4. Edit process ends
5. Verification process begin

6. Verification process end
7. Resubmission for a term that is not open (not authorized to submit prior terms)
8. For student and facilities specifically, you will receive notification if submitting a later term when a prior terms resubmission (during current term processing) failed to load.

Test vs. Production Edits

Test file submissions *do not* affect data that may currently exist in a database or the verification reports that were generated from a previous successful load. The purpose of a test file submission is to provide a higher service level with less overhead because the colleges will no longer have to download and maintain the edit programs. A test file will execute the edits, including the frequency zero edits.

When a test file is submitted, the file is processed and the edit and frequency zero reports are generated. However, existing data in the database is not deleted during a test file run, and the resulting edit reports do not overwrite any existing edit reports.

Note: *Since the test file is not actually loaded onto the database, Integrated Database (IDB) editing is not done for test file submissions.*

Test file submissions can be done for terms that have previously loaded. This could be for a prior term that previously loaded, or, for the current term after a production file has loaded. In these cases, particularly for Student database processing, since the term data is NOT DELETED for .TEST submissions, this may generate duplicate record errors since the term data already exists. If this occurs, you will need to work around these errors and resolve other errors, knowing that the duplicate record errors will likely disappear during a .PROD submission.

When a production file is submitted, any data for that term that currently exists for that database is deleted from the database prior to processing, and the file is processed normally. The resulting edit reports overwrite any edit reports that existed previously for that database. If a production file successfully loads, the Integrated Database (IDB) edit process will run, and a job is queued for verification report processing.

Report Packaging and Retrieval

Edit and verification reports are provided in easy-to-download .zip files delivered directly to your college's 'CollegeStateReporting Production Download' folder.

IMPORTANT: Files residing in the 'CollegeStateReporting Production Download' folder, have a finite shelf life of seven days. If files are not retrieved within this time frame, the files will automatically be deleted. Responsibility for retrieving and maintaining historical data rests with the college.

Section II: DATA SUBMISSION CERTIFICATION

Certifying Data Submissions

The certification process documents that college subject matter experts agree that the data is accurate, and, as complete as possible on the date certified. The signature of the college’s President documents that college leadership are aware of the overall content and summary of the data, accurately reflecting the state of the college within the data submitted. In addition to the standard database submissions at the “load” and “close” dates, there are certain specifications required for specific data submissions done throughout the reporting year.

In lieu of a President’s signature on a certification, the President may provide up to three designees, and their signatures, who can sign in their absence. All designees must be a direct-report to the President. With the advent of multiple direct-report designees, one of these signatures must be provided on the certification. On matters potentially having a financial impact, the chief business or finance officer must sign in addition to the President (i.e., FTE adjustments).

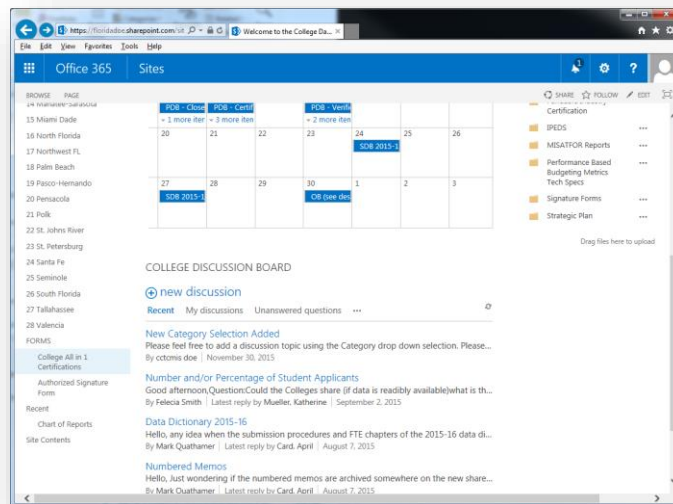
Instructions for Completing a Certification

The “All-In-1 Certification Form” process will be used to certify all data submissions for a given certification due date. The form can be accessed on the College Restricted SharePoint Web site, <https://floridadoe.sharepoint.com/sites/CCEDM/SitePages/Home.aspx>.

The college’s Reports Coordinator should have access to this restricted web site.

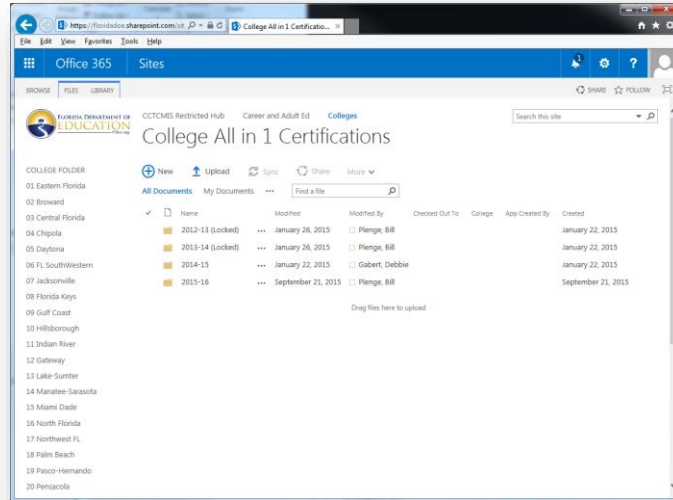
Getting Started:

Log into the CCTCMIS College Restricted SharePoint Site and Click on ‘All-in-1 Certifications’ link near the bottom of the left-hand column.



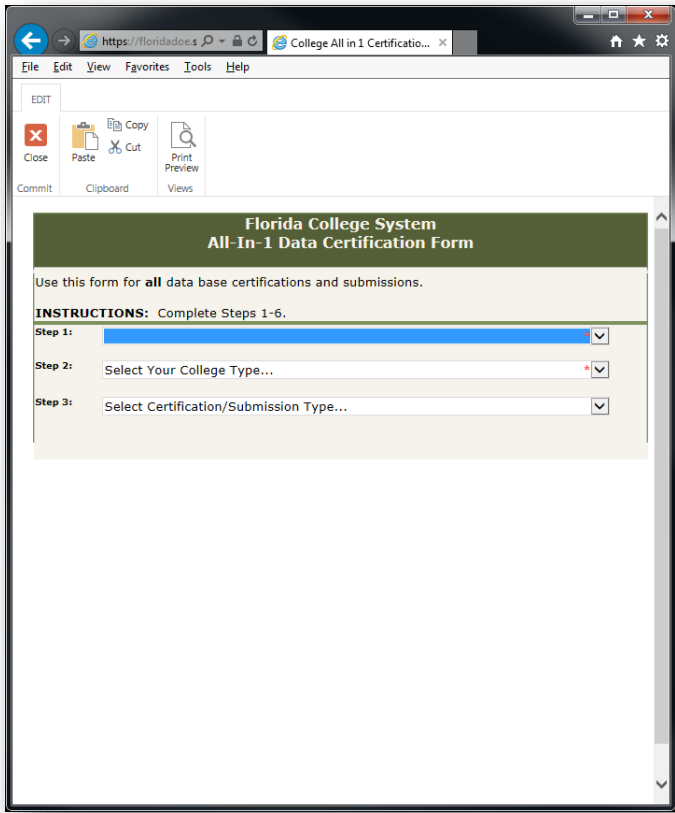
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Click the 'NEW' button.

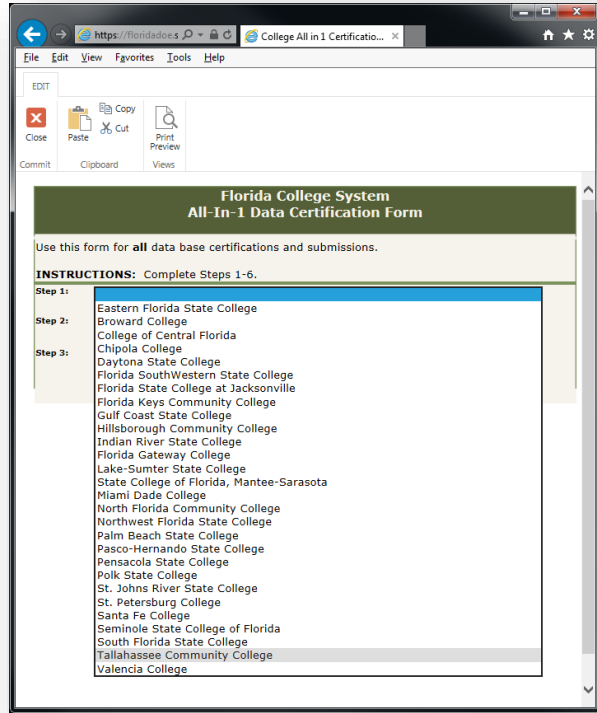


A new All-In-1 Certification Form will appear.

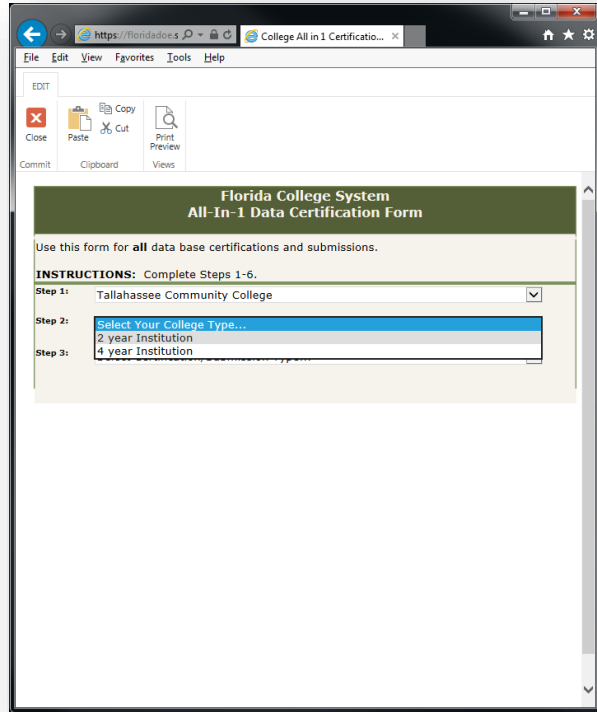
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Completing the Form:
Select institution.

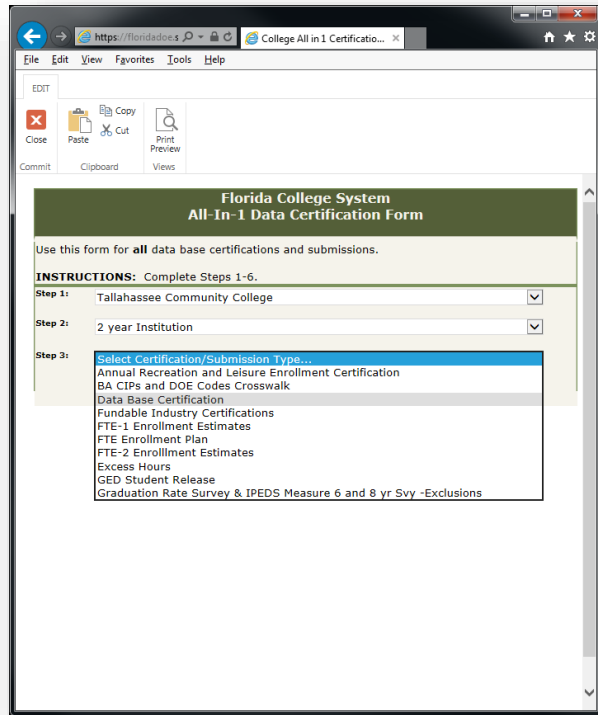


Select whether institution is a 2-year or 4-year institution.

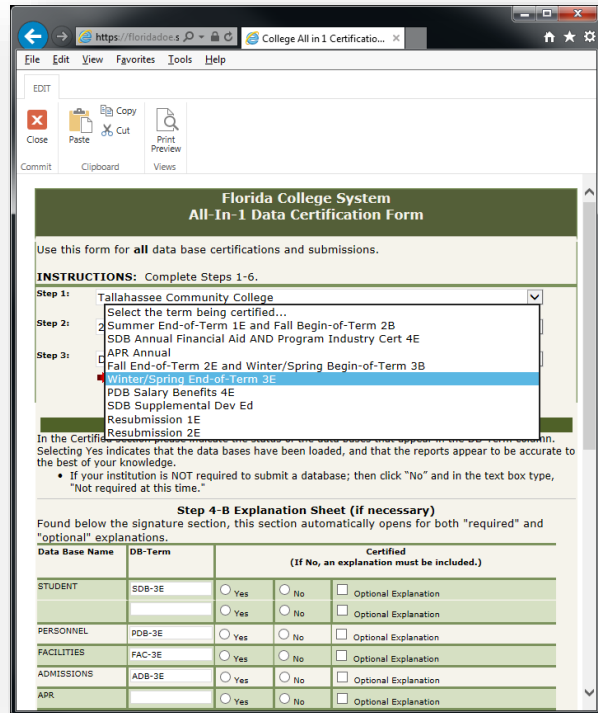


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From the list of certifications and submissions, select “Database Certification.”



Select the term that is being certified.



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The certification portion of the form will appear.

Step 4-A: 2015-16 Data Base Certification Form

In the Certified section please indicate the status of the data bases that appear in the DB-Term column. Selecting Yes indicates that the data bases have been loaded, and that the reports appear to be accurate to the best of your knowledge.

- If your institution is NOT required to submit a database; then click "No" and in the text box type, "Not required at this time."

Step 4-B Explanation Sheet (if necessary)

Found below the signature section, this section automatically opens for both "required" and "optional" explanations.

Data Base Name	DB-Term	Certified (If No, an explanation must be included.)	
STUDENT	SDB-3E	<input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="checkbox"/> Optional Explanation
		<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
PERSONNEL	PDB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
FACILITIES	FAC-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
ADMISSIONS	ADB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
APR		<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
INTEGRATED	IDB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
DIRECTORY	DIR-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
HUB ACCOUNTS	HUB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation

Please refer to the Chart of Reports for certification due dates.

IMPORTANT: This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CTCMIS.

Step 5: Complete the fields below. Fields with an * must be completed before you can print the form.

Approver (Print/Type Name): _____ Approver's Title: _____

Approver (Signature): _____ Date Signed: _____

Submitter (Print/Type Name): _____ Submitter's Phone: _____

By default, the system assumes that each database was loaded and reports appear accurate. Click 'Yes' to confirm each database submission as correct or click 'No' for any database that cannot be certified.

Uncertified database(s), **must** be accompanied by an explanation. To include an explanation, select the appropriate 'Optional Explanation' checkbox in the 'Certified' section.

Step 4-A: 2015-16 Data Base Certification Form

In the Certified section please indicate the status of the data bases that appear in the DB-Term column. Selecting Yes indicates that the data bases have been loaded, and that the reports appear to be accurate to the best of your knowledge.

- If your institution is NOT required to submit a database; then click "No" and in the text box type, "Not required at this time."

Step 4-B Explanation Sheet (if necessary)

Found below the signature section, this section automatically opens for both "required" and "optional" explanations.

Data Base Name	DB-Term	Certified (If No, an explanation must be included.)	
STUDENT	SDB-3E	<input type="radio"/> Yes	<input checked="" type="radio"/> No <input checked="" type="checkbox"/> Optional Explanation
		<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
PERSONNEL	PDB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
FACILITIES	FAC-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
ADMISSIONS	ADB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
APR		<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
INTEGRATED	IDB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
DIRECTORY	DIR-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
HUB ACCOUNTS	HUB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation

Please refer to the Chart of Reports for certification due dates.

IMPORTANT: This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CTCMIS.

Step 5: Complete the fields below. Fields with an * must be completed before you can print the form.

Approver (Print/Type Name): _____ Approver's Title: _____

Approver (Signature): _____ Date Signed: _____

Submitter (Print/Type Name): _____ Submitter's Phone: _____

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Complete the Signature section. The 'Approver', 'Approver's Title', 'Submitter', and 'Submitter's Title' fields **must** be filled in.

IMPORTANT: This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CCTCMIS.

Step 5: Complete the fields below. Fields with an * must be completed before you can print the form.

Approver (Print/Type Name): John Smith	Approver's Title: President
Approver (Signature):	Date Signed:
Submitter (Print/Type Name): Jane Jones	Submitter's Phone: 850-555-1212

Step 6: Return the form to the CCTC MIS by following the steps below:

- Scan the signed form and save locally naming the file: YOUR COLLEGE NAME.
- Go to the College Restricted Hub Site: <https://floridados.sharepoint.com/sites/CCEDM>.
- Open "College All in 1 Certifications" folder /Year folder /Certification type folder.
- Click on Upload /BROWSE. Select the PDF file from Step a above and upload the PDF file.

SDB 1E or 2E (Required or Optional) Section:
Input explanation for not certifying database.

POB 1E or 2E (Required or Optional) Section:

Facilities (Required or Optional) Explanation:

Integrated (Required or Optional) Explanation:

The Explanation field will automatically appear beneath the signature area.

Note: Each database explanation has its own text box.

IMPORTANT: This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CCTCMIS.

Step 5: Complete the fields below. Fields with an * must be completed before you can print the form.

Approver (Print/Type Name): John Smith	Approver's Title: President
Approver (Signature):	Date Signed:
Submitter (Print/Type Name): Jane Jones	Submitter's Phone: 850-555-1212

Step 6: Return the form to the CCTC MIS by following the steps below:

- Scan the signed form and save locally naming the file: YOUR COLLEGE NAME.
- Go to the College Restricted Hub Site: <https://floridados.sharepoint.com/sites/CCEDM>.
- Open "College All in 1 Certifications" folder /Year folder /Certification type folder.
- Click on Upload /BROWSE. Select the PDF file from Step a above and upload the PDF file.

SDB 1E or 2E (Required or Optional) Section:
Input explanation for not certifying database.

POB 1E or 2E (Required or Optional) Section:

Facilities (Required or Optional) Explanation:

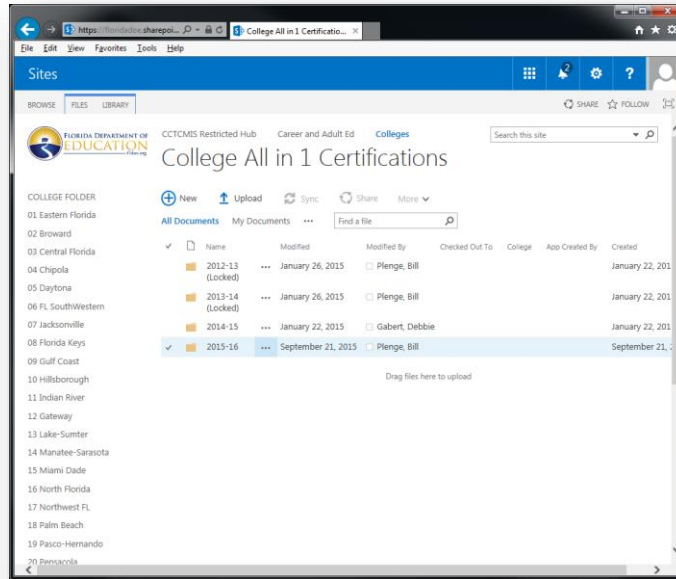
Integrated (Required or Optional) Explanation:

Once complete, print the form so that it can be signed by the College President or authorized designee.

Returning the signed form:

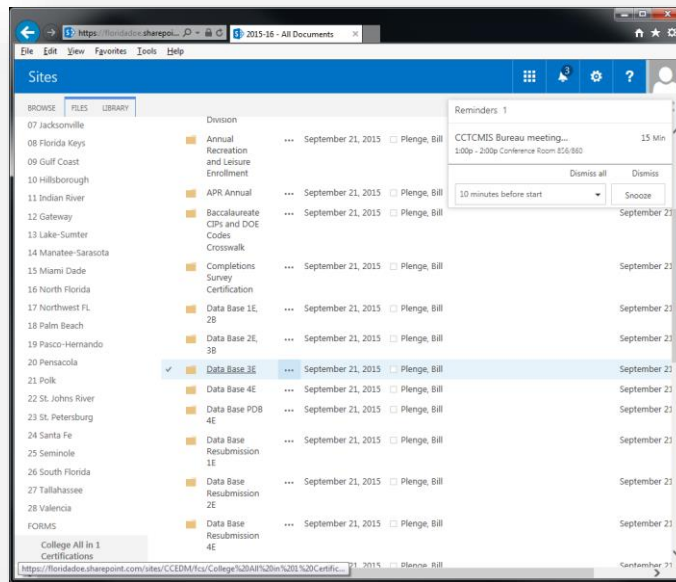
Scan the signed form and save locally as a PDF document. Name the file using the following convention: CCcc.Ttt.yyyy.DatabaseCertification (e.g., CC27.T3E.2016.DatabaseCertification).

On the College Restricted SharePoint Site, open 'College All in 1 Certifications' and select the appropriate year's folder.

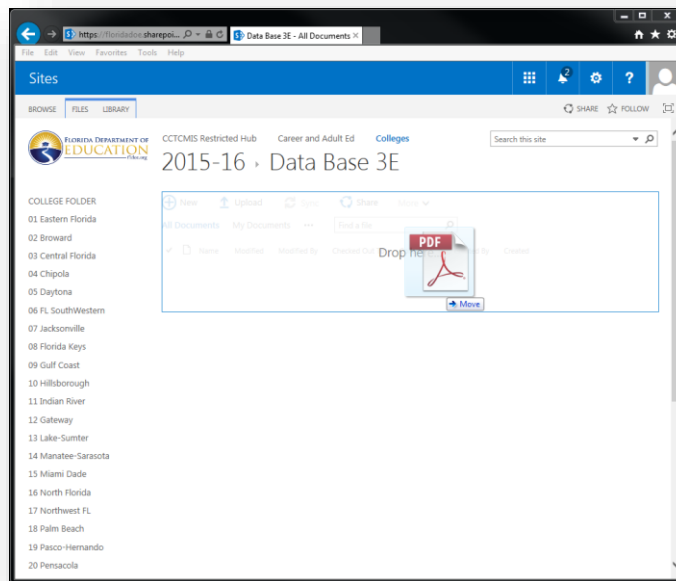


Then select the appropriate submission folder (e.g., Database 3E),

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Drag the file into the SharePoint window,



or click the 'Upload' button and browse to the file to upload your certification form.

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