

DOE INFORMATION DATABASE

USER MANUAL

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
Table of Contents	i
Introduction	iv
1. Overview	
• Student, Staff and Workforce Development Information System Databases	1-1
• Surveys/Windows	1-1
• Security and Privacy of Data.....	1-2
• Reference Documents.....	1-3
2. State Survey Preparation and Processing	
• Data Preparation.....	2-1
• Transmission of Records	2-1
• State Processing Window.....	2-2
• Updates/Amendments After the Close of the State Processing Window	2-2
• Using Survey Data After the Close of the State Processing Window	2-3
• Tools available to Assist with State Survey Preparation and Processing	2-3
3. Edit Specifications, Edit Programs and Supplemental Files	
• Edit Specifications	3-1
• Edit Programs	3-2
• Survey Date Processing	3-3
• Supplemental Files	3-3
• Questions and Answers.....	3-3

TABLE OF CONTENTS (Continued)

<u>Chapter</u>	<u>Page</u>
4.	Data Transfer and Retrieval
•	File Transfer Protocol 4-1
•	NWRDC Resident Files 4-1
•	Creating an Indicator File..... 4-1
5.	Edit Reports/Files and Error Resolution
•	Initial Edit Reports/Files 5-1
•	Validation and Exception Reports/Files 5-2
•	Update Process 5-4
•	Questions and Answers..... 5-7
6.	Online Programs and Reports for Request
•	Establishing a Session..... 6-1
•	Navigating the Online Programs 6-3
•	Browse Programs 6-7
•	Interactive Help..... 6-9
•	Serious Error Processing..... 6-9
•	Reports Available for Request and Retrieval 6-10
•	Questions and Answers..... 6-11
Appendices	
•	Appendix A: Education Information Services Technical Assistance Staff..... A-1
•	Appendix B: Survey Dates B-1
•	Appendix C: Edits Provided by Educational Data Systems (EDS) C-1
•	Appendix D: Data Processing: Input Datasets, Edit Reports and Output Datasets..... D-1
•	Appendix E: OS/MVS JCL to Execute Student Course Edit E-1
•	Appendix F: Processing Survey Date Edits Using SQL Table or Flat File..... F-1
•	Appendix G: Example of a Transfer Using Interactive Data Transmission Facility (Transfer from District to NWRDC)... G-1

TABLE OF CONTENTS (Continued)

<u>Appendix</u>	<u>Page</u>
<ul style="list-style-type: none"> • Appendix H: Notifying EDS that Transmission of a File is Complete XMITFINI 	H-1
<ul style="list-style-type: none"> • Appendix I: 	DELETED
<ul style="list-style-type: none"> • Appendix J: Reporting Format Schedule..... 	J-1
<ul style="list-style-type: none"> • Appendix K: On-line Programmed Function Keys (PF Keys)..... 	K-1
<ul style="list-style-type: none"> • Appendix L: Final Reports 	L-1
<ul style="list-style-type: none"> • Appendix M: Reporting Format Record Length, Blocksize and Space Information 	M-1
<ul style="list-style-type: none"> • Appendix N: Supplemental Files at NWRDC 	N-1
<ul style="list-style-type: none"> • Appendix O: Modification of Student DataBase State Edit Programs 	O-1
<ul style="list-style-type: none"> • Appendix P: Modification of Staff DataBase State Edit Programs 	P-1
<ul style="list-style-type: none"> • Appendix Q: Modification of WDIS DataBase State Edit Programs 	Q-1
<ul style="list-style-type: none"> • Appendix R: Student Survey Checklists 	R-1
<ul style="list-style-type: none"> • Appendix S: Staff Survey Checklists..... 	S-1
<ul style="list-style-type: none"> • Appendix T: District Contacts for Student Identifiers 	T-1