

## Chapter 2

### STATE SURVEY PREPARATION AND PROCESSING

State surveys can be divided into the following major steps for the district:

- data preparation,
- transmission of records,
- the state processing window, and
- updates/amendments after the close of the state processing window

#### Data Preparation

Note: Appendix B shows critical dates associated with each student, staff and WDIS survey for the current reporting year.

Basic to the data preparation step is a process instituted by the district for making certain that the appropriate data have been entered in the local data base. As preparation is made for a survey, a review of the state reporting formats and individual elements required for the survey must be made in order to ensure that all the required elements and formats are captured for the survey submission. MIS and data processing staff should also familiarize themselves with the survey timelines that are provided in Appendix B. Once the records for a survey have been produced from the district data base and prior to transmission of the records to NWRDC, it is essential that the vast majority of errors be resolved, especially those errors that would cause the records to reject. (See Appendix O, Appendix P and Appendix Q for information on downloading and converting edit programs for use by the district.) Involving appropriate district and school level staff in the data preparation process is essential.



Note: All records in an initial transmission are to be submitted with a Transaction Code of "A."

#### Transmission of Records

It is suggested that during the weeks just prior to a survey, the district should test the data transmission portion of the Florida Information Resource Network (FIRN) connection. This will ensure that the district's communications link is in working order. It will also provide practice in performing a task that is essential to the success of the survey for the district. (See Chapter 4.)

When transmitting data to DOE at NWRDC, districts will use a number of transmission methodologies. Detailed instructions on each method are given in Chapter 4 of this manual.

On or before the due date for a survey, the records created by the district in the data preparation step are transmitted to NWRDC using FIRN. Sets of records for each different reporting format are transmitted and datasets are created at NWRDC. The state processing window is scheduled to begin the Monday prior to due date for each of the Surveys 1-5 and 9. The WDIS processing windows for Surveys F, W and S generally begin ten days prior to the due date for a reporting window.

When transmitting a dataset, the district must electronically notify the System as the transmission of each dataset is completed. This is done by creating a special indicator file at NWRDC. (See Chapter 4.) The creation of the indicator file provides the information that the corresponding dataset is available for processing.

### **The State Processing Window**

During the state processing window, the following occurs:

1. Computer programs and automated procedures at NWRDC detect the presence of the district datasets of records in the state reporting formats.
2. Appropriate programs are run to process the records and edit the data.
3. Error reports and error files are created. (See Chapter 3 for a discussion of error types and consequences and Chapter 5 for a more detailed discussion of the edit reports.)
4. The district downloads and uses the error reports and files to correct any errors in the records. **Please note that action on the part of the district is required to download the reports; they are not automatically sent.**
5. The district creates datasets for batch updates, or makes corrections through the on-line programs to records already loaded to the data base.
6. Batch updates are transmitted to NWRDC.
7. The process begins again until all records are corrected or the state processing window closes.

### **Updates/Amendments After the Close of the State Processing Window**

For Student Surveys 1-4, there will be a short moratorium for 1-4 weeks on accepting updates after the close of the state processing window to allow the Office of Funding and

Financial Reporting time to calculate FTE while the data base does not change. After this moratorium, districts will have nine months from the survey due date to amend their records. The same nine-month update window applies to Student Survey 9 and Staff Surveys 2, 3 and 5.

There are a few exceptions to the 9-month update window. The Survey 5 state processing window closes mid-September and remains closed until a short update window in October. During the October window, all of the Survey 5 record formats may be updated. Many of the Survey 5 record formats can then continue to be updated for the nine months from due date. However, after the close of the October window some record formats collected for program areas will not be updated unless program area staff request that updates be allowed. Examples of these record formats are Federal/State Compensatory Project Evaluation, Dropout Prevention Program Evaluation, Vocational Student Course and Vocational Teacher Course. Another exception to the nine-month update window is Staff Survey 1 for which a twelve-month update window is allowed. At the end of the allowable update period, records for the survey will be archived at NWRDC.

Since WDIS data are directly tied to WDIS funding, it is vital that each district follow the process to submit their data early, correct data errors, and re-submit the data prior to the close of the survey window. However, permission to update WDIS data submitted within the current reporting year, but in a processing window that has already closed may be requested. The request must be made in writing to the Chief of the Bureau of Workforce Education and Outcome Information Services (WEOIS).

To amend Student and WDIS data base records, the district must submit batch updates to NWRDC. EDS will process these at the close of the day each Wednesday for surveys/record formats that are still updateable. Staff data base records maybe updated using batch update files or through the online system. **After the close of the state processing window, the on-line programs can be used to browse records on the data base until the survey is archived. However, once the survey processing window closes the Student and WDIS on-lines are no longer available for updating records for that particular survey.**

#### Using Survey Data After the Close of the State Processing Window

While the districts will, in most cases, still have the full nine months to amend their student and staff data, certain data applicable for funding must be corrected sooner or funding delays may occur. In addition, data used for purposes other than funding such as federal and state reporting, program evaluation, publications, ad hoc requests from the Legislature and the Department as well as other data requests will be captured as soon as possible after the close of the state processing window for each survey. Consequently, it

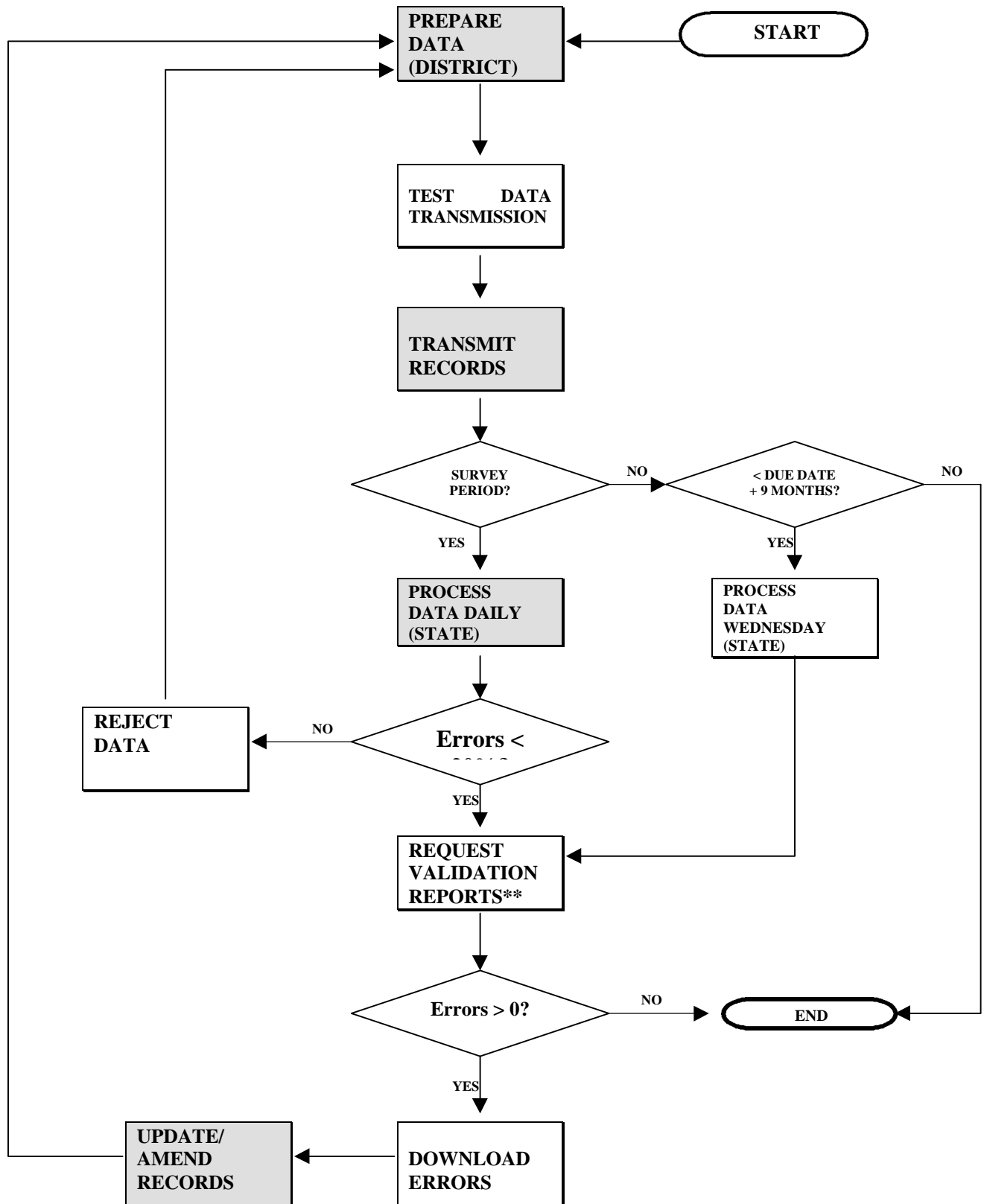
is essential that the district make every effort to ensure the data are as accurate as possible by the close of the state processing window.

### **Tools Available to Assist with State Survey Preparation and Processing**

The following tools have been made available to districts to assist with the state survey steps:

1. data element definitions,
2. state reporting formats,
3. descriptions of individual edit checks to be applied to records submitted,
4. copies of the initial edit programs used by EDS to edit the records once they have been submitted to NWRDC. (The edit programs are written in ANSI standard COBOL LE. Chapter 3 details how these programs can be retrieved from NWRDC, and Appendix O, Appendix P and Appendix Q show how the programs can be modified for local use.),
5. supplemental files (See Appendix N.), and
6. data base handbooks.

figure 1  
STUDENT & STAFF SURVEY PROCESSING FLOWCHART



\*There are a few exceptions to the 9-month update window. Please refer to Chapter 2 for details.  
 \*\*Validations for Student Course is not available for request outside the State processing window.