

## Chapter 2

### STATE SURVEY PREPARATION AND PROCESSING

State survey preparation and processing can be divided into the following four major steps that a school district should follow.

- Data preparation
- Transmission of records
- State processing window
- Updates/amendments after the close of the state processing window

#### Data Preparation

Basic to the data preparation step is a process instituted by the district for making certain that the appropriate data have been accurately entered in the local data base and reviewed by staff. Involving appropriate district and school level staff in the data review process is essential.

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. Information services 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. School districts should run edits locally against the data and correct any errors. See Appendixes O, P and Q for information on downloading and converting edit programs for use by the district.

#### Transmission of Records

On or before the due date for a survey, the records created by the district in the data preparation step are transmitted to NWRDC. 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.

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

### **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 Surveys 5 and 9 and Staff Surveys 2, 3 and 5.

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.

To amend Student and WDIS data base records after the close of the state processing window, the district must submit batch updates to NWRDC. EDS will process these at 4:00 p.m. Eastern Time each Wednesday for surveys/record formats that are still updateable. Staff data base records may be 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 Appendixes O, P and Q show how the programs can be modified for local use.),
5. supplemental files (See Appendix N), and
6. data base handbooks and technical assistance papers.