

Chapter 5

EDIT REPORTS/FILES AND ERROR RESOLUTION

After the district has transmitted its data using the reporting formats prepared by EIAS/EDS, the error resolution process begins. (See Appendix B for dates related to this process.) For the Student and Staff data bases the process discussed here occurs during the state processing window.

Initial Edit Reports/Files

Upon arrival at NWRDC, the data are edited by batch COBOL programs prior to being loaded to the data base. For each reporting format submitted, the initial edit programs produce (1) an edit listing and a duplicate record report, and (2) a file containing the image copies of the actual records in which reject errors were detected. (See Chapter 3 for a discussion of initial edits/reject rules and Appendix D for a list of the edit reports and output data sets created for each format.)

If fewer than 20 percent of the records in a data set for a reporting format contain errors, the records which were not rejected are loaded to the data base. However, if the error rate on the initial edit of a single file equals or exceeds 20 percent, no records in the file are loaded to the data base. Instead, a message is printed at the end of the report telling the district to correct and resubmit the records. It is the district's decision whether to correct the errors on the error file referenced in the paragraph above or to recreate the records locally. Either way, the data set must be resubmitted as an **initial** transmission in order for records to be loaded to the data base.

The initial edit/reject rule reports show the following:

1. **Error Legend:** This describes the reject rules that are checked in the edit programs. Each error description on the legend has a number assigned to it which corresponds to the number of the rule in the Edit Specifications.
2. **Listing of Individual Records with Errors:** The listing is organized by school whenever possible. Each time the school changes, page numbering will start over. This way the report can be divided up among schools if the district desires. Each data field on the record is displayed in the report so that errors can be easily discerned. The edit number is placed under the field in error.
3. **Totals Report:** This is shown at the end of each school's data and at the end for district totals. It shows the number of records accepted without errors, the number of records rejected and the number of records submitted by the school or district.
4. **List of Error-Free Schools:** This is not always shown, but is shown for some batches.

The duplicate reports show the following:

1. **Individual Listing of Records with Duplicates:** Duplicates are defined as records whose unique (key) data fields are the same. For example, the key fields on the Student Demographic Information record are 1) District Number, Current Instruction/Service; 2) District Number, Current Enrollment; 3) School Number, Current Enrollment; 4) Student Number Identifier, Florida; 5) Survey Period Code and 6) Year. If two Student Demographic Information records are submitted with the same key fields, the first record read by the program will be loaded if it contains no reject errors and the second will be rejected.
2. **District Totals:** This is shown at the end of the district's report. It shows the number of records found to be duplicates that were rejected, the number of records that were loaded/passed the edit and the number of records submitted/read.

Error files contain the following:

1. **Records that were rejected:** These are the same records that appear on the initial edit report, or records that are duplicates and appear on the duplicate report.
2. **Transaction codes that reflect the status of the record:** The transaction code on each record will either be an "A" or an "X." The "A" signifies that the record was rejected and if resubmitted will be an "add." The "X" signifies that the record was determined to be a duplicate and should not be resubmitted.
3. **Error codes printed on the edit report:** Up to four of the error codes printed on the edit report are in the last eight bytes of the record. The one exception to this is the error file for the Exceptional Student format. The error codes are provided, but are located in positions 136-143 on the record.

The district may find it helpful to retrieve the error file created by the data base programs for use in the correction/update process. Since the records on the error file are in the same format as the original records submitted to DOE, corrections/additions can be made to a copy of this file. When all corrections are made, this data set can be resubmitted.

It is the district's responsibility to ensure that adequate audit trails for all corrections to the local data base are maintained.

Validation and Exception Reports/Files

After the records for various reporting formats are loaded to the data base during the state processing window, validation and exception edit programs may be run. The district should use the "REPORTS FOR REQUEST" screen of the online program to request that these programs be run so that reports and files are available for the district's use in correcting errors. See Chapter 6 for information about requesting reports using the online programs. The validation and exception edits are run as one program and one report is

produced for all reporting formats **except** Student Course Schedule. Reports requested by **8:00 p.m.** will be run overnight and will be available the following morning.

The validation and exception edit programs are run separately for Student Course Schedule because of the effect the validations have on nulling of certain data elements on the Student Course Schedule records. After the close of the state processing window, the validation program for Student Course Schedule nulls the FTE Earned, Course; FEFP Program Number or Grade Level on records that were not corrected during the state processing window. (Due to the nulling procedure, the Student Course Schedule validation report (F60857) is not available for request outside the state survey processing window.)

Validation and Validation/Exception Reports show the following:

1. **Error Legend:** This lists all the validation/exception errors in the program. It also indicates whether the error will cause nulling of a field. The number displayed for each edit is the same as the number for that edit in the edit specifications for the reporting format.
2. **Listing of Records Not Passing Edits:** This listing shows the pertinent data from records being compared. The number codes for the edits are listed to the right of the data. The listing of these records is in school number order whenever possible, and the page numbering begins with Page 1 for each school. This allows reports to be sent to particular schools.
3. **Totals Report:** At the end of each school and the district, totals are shown for the number of records on the data base table, the number of records with validation errors and the number of errors by type of error (number on error legend).

Validation Error Files contain the following:

1. **Records with Validation Errors:** The records listed on the validation report are also written to the error file in the same format as the original submission.
2. **Transaction Codes Reflecting Error Type:** The transaction code will reflect the kind of error found on the record. The transaction codes and their definitions are the following:

<u>Transaction Code</u>	<u>Definition</u>
F	FTE earned error
P	FEFP Program error
G	Grade error
Z	Multiple validation errors
M	No matching record on other formats

3. **Edit Codes:** The last 8 bytes of each record contain up to 4 of the edit codes listed on the report. The one exception to this is the error file for the Exceptional Student format. The codes are provided, but are located in positions 136-143 on the record.

Update Process

Districts are expected to retrieve the reports and files created by the initial edits to be used in the correction/update process. Also, an updated validation, validation/exception or exception report is often helpful in resolving problems.

To request that a specific report be produced, use the online Reports for Request (RRPT) screen (see Chapter 6).

Districts have the option of correcting the data through batch updating or online programs during the state processing window. The batch programs produce an edit report and a file containing the records with errors. The online programs produce immediate feedback regarding errors. (See Chapter 6 for a discussion of the online programs.)

The Student online programs are only available for updating the data base tables during the state processing window and only during the hours of 8 a.m. to 8 p.m. (Eastern time) daily beginning on the Monday following the due date for the survey. There are some exceptions to the 8 a.m. to 8 p.m. availability due to production processing. If the system is unavailable at any time please try again in 30 minutes. Unlike Student, the Staff online update programs are not turned off at the end of the state processing window for a survey. Instead, the Staff online programs are available through the last day of the update window for a survey. (See Chapter 6 for a discussion of the online programs and their use.) **After the state processing window closes, error resolution for Student records is conducted through the batch update process only.**

Once records have been loaded to the data base, it becomes both inadvisable and cost prohibitive to have a district resubmit all its data. Batch or online update are the prescribed methods of error correction. Under exceptional circumstances (e.g., when a prior survey's data have been mistakenly substituted for the current survey's submission), retransmission may be requested. Contact the EIAS Record Contact Person for approval. The system will reject any retransmission that has not been scheduled by the EIAS Record Contact Person.

The batch update process involves the following:

1. analyzing the error reports,
2. creating input data sets for update,
3. transmission of the corrections,
4. edit/validation of the corrections by the DOE, and
5. repeating the above steps until error free.

Analyzing Error Reports: Study the edit and validation reports to determine the errors, the reporting formats that need to be corrected, the specific records that need to be corrected and the keys of the records in error.

Creating Input Data Sets: The data set created by the district must be in the same reporting format as that used for the initial submission of data. The update data set will be used to add new records, delete erroneous records currently on the data base, or correct non-key fields which were in error. Please make note of the following:

- Records that were listed on the edit reports as rejected must be resubmitted after correction with a Transaction Code of "A" for add.
- Records that were listed on the validation reports must be resubmitted after correction with a Transaction Code of "C" for change or update.
- Records that were loaded to the data base which contained invalid key data (data which passes the edits but which does not represent the true situation in the district) must be resubmitted with a Transaction Code of "D" for delete.
- With few exceptions, all data submitted on the individual record to be added (Transaction Code of "A") or updated (Transaction Code of "C") must be correct; otherwise, the update will not be performed.

Transmission of Corrections: Follow the same method of transmission as used in the initial submission of data. Use the same data set names and characteristics in the JCL which were used in the initial submission of data. Create an indicator file with TYPE=BATCH similar to the one created for the initial transmission. See Appendix D.

During the survey processing window, batch updates are processed nightly after online updates are complete. After the close of the state processing window while surveys are still updateable, batch updates are processed weekly on Wednesday evenings at 9:00 p.m.

Edit/Validation of the Corrections: During the state processing window, the update program checks all fields for correct data just as the initial edit programs do. During the state processing window the validation checks are not performed when the batch update is processed, and do not cause an update to be rejected. However, outside of the state processing window, the edit program also checks related tables to ensure correct relationships between tables just as the validation programs do.

Batch updates applied to the data base may have an effect on records of another format which already exist on the data base. For example, if a Student Course Schedule record reports that the student is in Grade Level 10 and a Student Demographic Information batch update record is submitted showing the student in Grade Level 11, the grade on the Student Course Schedule records which do not match the Demographic Record will be set to the NULL value after the close of the state processing window. Consequently, it is

advisable for the district to request the validation reports after batch updates have been processed during the state processing window.

The batch update reports have the same file ID/data set name as the initial edit reports. After the close of the state processing window, the layout of the report is the same but the content differs as described in the following:

1. The **error legend** describes all possible errors checked for in the program. These errors are divided into two groups:

- errors causing rejection - all rejects described in the Edit Specifications;

Note: For Student Course Schedule batches, certain validation errors cause records to be rejected for batches submitted outside the state processing window.

- certain non-fatal errors (allowable for batch update) - validation errors that will be accepted but may cause the record not to be considered for certain reports.

* Remember, validation errors will not prevent the record from being updated during the state processing window and are only listed on the batch error legend AFTER the close of the state processing window.

2. **Transaction Codes**, in certain instances, will be changed in the error file generated after batch updates to reflect action taken on the record. The chart below, explains Transaction Codes in the batch error file.

Transaction Code on Batch Submission	Transaction Code on Batch Error File	Explanation
A	A	Add rejected
A	X	Not added, record already exist on Data Base
C	C	Change rejected
C	B	No matching record found
D	D	Delete rejected

3. **Totals** are reported at the end of each school's data and district totals are displayed at the end of the report. The totals show the number of records added to the data base; changed on the data base; deleted from the data base; rejected due to errors; read/submitted by the district/school; and with non-fatal errors applied to the data base. If the batch updates submitted were error free, the totals report is all that will be printed.

NOTE: When a batch update is applied, the error listings and error record files it generates overlay those created previously by the Initial Edit or Batch Update. Be

sure to retrieve these error listings or files before submitting a new set of batch updates.

Updates to Records with Nulled Fields: After the close of a survey processing window, if fields on the Student Course Schedule have been nulled due to certain validation errors, corrections must be made to resolve the edit errors. However, these corrections do **not** automatically change the nulled fields. The affected records with nulled fields must then be corrected through the batch update process. For example, if the FTE Earned, Course field with a value of .0834 on a Student Course Schedule record is nulled, after the validation error causing the field to be nulled has been corrected the value of .0834 must be put back in the field through a batch update.

Additional Reports: The following reports provide valuable information and may assist with the update/correction process especially in relation to funding:

<u>Data Set Name</u>	<u>Report</u>
F05107	FTE by School, Program and Grade
F05108	FTE by School Program and Count
F60796	Preliminary FTE
F62643	Student Course Records with No Demographic Record
F62644	Student Course Records with No Teacher Course Record
F62645	Student Course Records with No Exceptional Student Record
F62957	Student Course Records with Greater Than .5 FTE
F70152	Student Course Records with Nulled Grade Level

This is a list of reports related to funding, and should **not** be considered an exhaustive list of reports that are helpful. Please see the Reports for Request screens of the online programs and Appendixes R and S of this User Manual for other reports that are both informative and useful. **The reports may be requested by using the methods described earlier in the chapter.** Reports requested by **8:00 p.m. EST** will be run overnight and will be available the next morning.