

Chapter 1

INTRODUCTION

A. General Information

This DOE Information Data Base User Manual is intended to serve as a guide to understanding the DOE Information Data Base System (the System). The manual outlines the procedures for:

- 1) data preparation,
- 2) data transfer and retrieval, and
- 3) error resolution.

The DOE Education Information Accountability Services (EIAS)/Educational Data Systems (EDS) collects information from school districts on students, staff (personnel/payroll), finance, and programs and services using a wide variety of data collection instruments. The implementation of the System will change the manner in which some of this information is reported.

How the Manual Is Organized

The manual begins with a general discussion of the System. This is followed by a discussion of the particular elements of the System. The rest of the manual contains in-depth discussions of the System's procedures.

All of the possible data transmission methods are discussed. Most districts will use only one of these methods. Only the method(s) appropriate to your district's hardware configuration will need detailed study.

No attempt will be made to detail the transmission and editing of every reporting format. When you have finished reading this material you should have a broad overview of the methods and procedures you will use to:

- 1) transfer any reporting format to the DOE,
- 2) retrieve edit reports, and
- 3) resolve and correct errors in data.

You will also:

- 1) understand more about the method of data transmission which your district will use over the Florida Information Resource Network (FIRN); and

- 2) examine examples of the Job Control Language (JCL) needed for the transfer of data over FIRN.

Intended Audience

School district administrators responsible for general supervision of data transmission to DOE should read the first two chapters (Introduction and System Overview) to get a basic understanding of the System.

MIS and data processing staff (who will actually perform the data preparation, transmission, and verification) should read all parts of the manual to obtain an in-depth understanding of the System procedures. (You will only need to read the information on the data transmission method that pertains to your district.)

How to Use This Manual

The manual should be used as follows:

- 1) first, read the Introduction and the Overview;
- 2) then, read the sections appropriate to your district's situation;
- 3) next, work through the examples provided; and
- 4) finally, use the manual as a reference tool.

B. DOE EIAS/EDS and FIRN Contacts

If you have questions or problems, contact the appropriate contact person listed below.

Whenever reporting a problem, please have all relevant information ready when making your call. Having the following information available will assist DOE staff in answering your questions more rapidly:

- 1) all error reports,
- 2) messages (If the error message is preceded by a letter/number code, write down the code because it can be very helpful in resolving problems. Also, whenever possible, copy down the exact wording of error messages),
- 3) printouts and dumps, and
- 4) contents of any relevant screen displays

The EIAS/EDS Record Contact Person

Contact the EIAS/EDS Record Contact Person for questions relating to:

- 1) the data elements:
valid codes,
definitions and meanings,
rules related to data element collection,
rules related to computations, and
questions regarding documentation.
- 2) surveys:
dates of survey weeks, and
reporting formats collected during a given survey.
- 3) reporting formats:
questions related to understanding the instructions, and
edit specifications associated with each reporting format.
- 4) implementation plans.

See Appendix A for the name, address and telephone number for the EIAS/EDS Record Contact Person.

Educational Data Systems Contact Person

Contact the Educational Data Systems Contact Person for:

- 1) general questions related to the System, and
- 2) questions pertaining to this manual which are not related to FIRN transmission problems.

See Appendix A for the name, address and telephone number for the Educational Data Systems Contact Person.

FIRN Technical Education Consultant (FIRNTEC) Contact Person

Contact the FIRN Technical Education Consultant assigned to your district for:

questions and problems related to transmission of data over FIRN.

See Appendix A for FIRNTEC support and addressing information for all FIRN Technical Education Consultant.

FIRN Network Staff

Contact FIRN directly if the FIRNTEC Contact Person is unavailable or unable to resolve your problem.

The phone number for FIRN is: SUNCOM 277-0911 or (850) 487-0911.

C. The Purpose of the Information Data Base

Section 229.555(2), Florida Statutes, directs the DOE and the school districts to **develop and implement a statewide comprehensive management information system**. Rule 6A-1.0014, FAC, includes the establishment of a comprehensive data base of information at the state level to be used to answer legislative questions and provide information basic to educational decision-making. School districts are charged with implementing compatible local information systems.

The information data base gives the DOE the ability to make the most of the data collected. It will:

- 1) eliminate many of the aggregate survey forms the districts previously submitted on paper or tape at various times throughout the year;
- 2) replace these individual data collection activities with seven comprehensive statewide surveys; and
- 3) reduce the need to develop new paper data collection instruments.

Because individual student and staff records are collected, summary reports can be easily produced to include data elements which are part of the data base but previously were not included in the reports. New questions can be answered from the existing data.

D. The Student, Staff and Finance Data Bases

The Student, Staff, and Finance Data Bases will be stored at Northwest Regional Data Center (NWRDC). The System accepts, validates, and stores information in the three data bases. The data base management system used is IBM's DB2 relational data base management system. Relational in this sense means that the data are stored in rows and columns, like those in a spreadsheet. Related groups of rows and columns are called tables. For the most part, each reporting format submitted by the school districts is loaded into a single DB2 table. A group of tables forms a DB2 data base.

Reporting Formats

The DOE collects information on students, programs, and on school district staff and financial matters. There are 20 reporting formats of Student data, 12 reporting formats of Staff data, and five reporting formats of Finance data. These reporting formats are collected at scheduled times in the year (see Appendix M, Reporting Format Schedule). Some reporting formats (such as the Student Demographic reporting format) are submitted at each survey period. Other reporting formats (such as the Vocational Student Course Schedule) are submitted once a year. The Finance formats are submitted in September.

Survey Periods (Applicable for Student and Staff Data Bases)

There are four scheduled survey periods based on the traditional FTE survey periods, one survey for collecting end-of-year information, six surveys collect Exceptional Student Education (ESE) information and three surveys collect postsecondary vocational and adult general education data. Refer to Appendix B for dates associated with these surveys.

Survey 1: July
Survey F: September
Survey 2: October
Survey W: February
Survey 3: February
Survey S: June
Survey 4: June
Survey 5: August
Survey 9: December

Not every reporting format will be submitted every survey period as shown in Appendix M. For example, in February (Survey 3), the following Staff reporting formats are collected:

DB9 27C - Staff Demographic Information
DB9 30C - Payroll
DB9 31C - Additional Job Assignment
DB9 32C - Supplements
DB9 33C - Benefits

In August (Survey 5), the Staff reporting formats are:

DB9 27C - Staff Demographic Information
DB9 35C - Staff Summer Salary

DB9 43A - Staff Fiscal Year Salaries
DB9 35A - Staff Fiscal Year Benefits
DB9 36C - Inservice Education

NOTE: Only one Staff reporting format (Staff Demographic) is reported in both of the surveys given in the example.

Planning for Data Transmission

- 1) The first task in any given survey is to identify the reporting formats which your district will submit during the current survey.
- 2) These identified reporting formats should be prepared, edited locally, and transmitted as described in the following chapters of this manual.
- 3) **Only** the identified reporting formats should be transmitted.
- 4) You should expect to get reports only on the reporting formats your district submitted for the current survey.

E. Security and Privacy of Data

The EIAS/EDS will take full advantage of the security capabilities provided by NWRDC and use all of DB2's extensive security features. The latter includes facilities for restricting the types of data access granted to a user (select access, update access, add access, and delete access). Access can also be limited to specified data elements within a file, or can be denied entirely.

Individual, personally identifiable student records collected and maintained by the DOE may be accessed only by authorized state education officials, as prescribed by Section 228.093, Florida Statutes, 20 U.S.C. 1232(g), and 34 CFR Part 99. The EIAS/EDS is prohibited from disclosing such records to any person not authorized by those laws and regulations. The System assists the EIAS/EDS in complying with these legal requirements.

DOE Access to Data

Within the DOE, access to the data is restricted to properly authorized individuals according to data center ID and password. Under DB2, a user cannot access any table unless the creator of the table grants permission to that user's ID. The EIAS Program Director controls and grants all access to the information data base, according to the DOE's security procedures through the Education Data Center for the Student and Staff Data Bases. The Office of Funding and Financial Reporting

Program Director controls and grants access through the Education Data Center for the Finance Data Base. These procedures comply with the legal requirements as well as the DOE records retention procedure, ensuring that state-level privacy requirements are met.

Inter-District Security

To ensure that a district's data can be accessed only by that district and the EIAS/EDS, the System manages data file security through the NWRDC logon ID's that have been assigned to the districts. As long as the district maintains the secrecy of its logon ID's password, the privacy of its data will be assured. Only district X will be able to transmit files that the System will recognize as valid district X files. And only district X will be able to access the edit report files the System creates for district X.

Recovery from Hardware Errors

DB2 also protects the data it manages from hardware faults. Dual logs are kept of all data base transactions that alter the data base and a special "two-phase commit" methodology recovers the original data image whenever transactions abort when only partially completed. The System manages data base recovery down to the district level. For example, if only one district's data are damaged in a disk failure, only that district's data need be recovered. In addition, the System keeps backup copies of everything submitted by the school districts. The physical integrity of the data base is thereby assured.

F. Reference Documents

References are made in this manual to a number of other DOE publications, not all of which are contained in the appendices. The following reference documents may be useful in your work with the System.

DOE Information Data Base Requirements: Volumes I, II and III

Volume I contains the Automated Student Information System Data Elements and additional information about local automated requirements. Volume II contains the Automated Staff Information System Data Elements and additional information about local automated requirements. Volume III contains the Automated Finance Information System Data Elements. Copies of these documents are furnished to each school district on diskette.

Student, Staff and Finance Reporting Formats

The data processing record formats for the Student, Staff and Finance Data Bases are available from the Educational Data Systems Contact Person. Copies of the formats were forwarded on diskette to each school district along with Volumes I, II and III.

The Course Code Directory and Instructional Personnel Assignments for (current year)

This directory contains the state-approved course codes for the year designated, course titles, grade assignments, state-level graduation requirements, and other related information. Additional copies are available from the Division of Public Schools, Bureau of Curriculum Services.

Financial and Program Cost Accounting and Reporting for Florida Schools

This manual is popularly known as the "red book". It contains the valid Revenue, Appropriation, Balance Sheet, Fund and Object codes used by Finance personnel.

FIRNMAIL Users' Guide

This manual offers a guide to the FIRNMAIL electronic mail system and the DOE Electronic Bulletin Board.

Requesting FIRN Manuals

Copies of the FIRN manuals can be obtained by writing to:
Florida Information Resource Network
B1-14 Turlington Building
325 W. Gaines Street
Tallahassee, Florida 32399-0400

G. Broadcast Messages

Item Number 5 on the Main Menu of the On-Line System (Chapter 5, Section E) is titled Broadcast Messages. This screen will be used to notify the districts about current projects, schedules, "everything you ever wanted to know about", etc.