

Chapter 3

EDIT SPECIFICATIONS, EDIT PROGRAMS AND SUPPLEMENTAL FILES

Edit Specifications

The DOE has developed edit specifications that each record submitted by a district must pass. The DOE has also developed edit specifications that test certain relationships between elements on different record formats and edit specifications for aggregate data edits. The edit specifications can be accessed at <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/> where they are presented for each record format.

The edit specifications explain the edits performed on each field within a particular reporting format, between fields on the same or different reporting formats, and on aggregate data items. For each reporting format, the edit specifications are divided into the following categories: **reject rules, state validations, exception reports and aggregate validation rules and aggregate exception reports.**

The following is a description of each of the types of edits and how they affect the records when they are applied:

Reject Rules: Records that do not pass the reject rule edits are immediately rejected. That is, the record is not loaded to the database. Reject rules are written to check validity of code and certain relationships between data elements on the **same** record. Reject rules are sometimes called "initial edits" since these are the first edits applied to data sets submitted for a reporting format. When these edits are applied to initial data sets submitted to NWRDC by the school districts, any data set with twenty percent or more of its records in error is rejected in its entirety. If eighty percent or more of the records in the dataset pass the reject rule edits, the error-free records are loaded to the database and only the records in error are rejected. The twenty percent rule does not apply to datasets submitted for batch update. These edit programs are available for the districts to modify and run prior to submitting data for a survey. Detailed instructions on downloading and modifying these programs can be found later in this chapter. As for Staff records processing in the DQ2 System the twenty/eighty percent rule does not apply. All records that pass all reject edits are loaded to the DQ2 system.

State Validations: State validations are written to check relationships between different records of the same reporting format or records of different reporting formats, and are performed after the records have been loaded to the database. In some cases, the edits indicate that data will not be included in certain final reports. In other cases, the edits indicate fatal errors that will exclude records from the Florida Education Finance Program (FEFP) funding calculation unless corrected by the end of the state processing window. Certain validations will cause data to be "nulled" after the close of the state processing window. Consequently, it is essential that these errors be corrected before the window closes. During the moratorium on processing that follows surveys 2 and 3,

no Student Course Schedule validation reports are run. Requests for these reports will be processed when the database is re-opened for processing.

Exception Reports: The exception reports show records with data that look suspicious. That is, the records do not reflect what is expected. However, because of "exceptions to the general rule" the records may not be in error. The exception report is a way of flagging records that should be reviewed by the district and corrected **if** they are in error.

Aggregate Validation Rules: For aggregate validations data from several records for the same reporting format or many records of different reporting formats are aggregated and the edit is applied to the aggregate number. In some cases, the edits indicate that data will not be included in certain final reports. Consequently, it is essential that these errors be corrected if in error.

Aggregate Exception Reports: For aggregate exception reports data from several or many records are aggregated and the edit is applied to the aggregate number. If the aggregate number is outside of the parameters set in the edit the district should review all the records that contributed to the aggregate and decide whether corrections are needed. Records should be added, deleted or updated to correct errors, as necessary.

Edit Programs

In an effort to assist districts in editing data prior to transmission of records to NWRDC, edit programs for each survey and reporting format are available for download. These programs provide the initial edit programs that are run when the records are transmitted to NWRDC and initially processed by OSS. The programs are written in OS/MVS ANSI standard COBOL LE and may be compiled and executed with minor modification. It is recommended that districts download the edit programs, run them against records for each of the reporting formats for a survey, and correct any errors prior to transmission.

The following are steps the district must follow in order to download the edit programs mentioned above:

1. Obtain the COBOL LE source code from a library at NWRDC named DPS.DISTRICT.SOURCE.Yyyy where yyyy is the current fiscal or school year. (See Appendix C for the list of members.)
2. Obtain the OS/MVS JCL needed to execute the programs from a library at NWRDC named DPS.DISTRICT.JCL.Yyyy where yyyy is the current fiscal or school year. (See Appendix C for the list of members and Appendix E for an example of the JCL needed at OS/MVS/JES2 sites to run the Student Course Schedule edits. All other edit JCL's are similar.)
3. Make the necessary source code modifications. (See Appendix O, Appendix P and Appendix Q for specific directions on modifying each of the state edit programs.)

Districts are also able to edit data using DQ2 Preflight program editing via the DQ2 System prior to transmission of records to NWRDC.

Survey Date Processing

Traditionally, hard-coded dates were used in the edit programs. Beginning with Survey 2, 2007-08, the Department began storing all dates needed for editing student data in a central file and programs retrieve this information dynamically for use in the program edits. To build retrieval of the survey dates information for use at local district sites use the information provided in Appendix F.

Supplemental Files

Appendix N lists supplemental/support files that are available to districts. The COBOL structures, including descriptions of the fields, are stored in a library named DPS.DISTRICT.FORMAT.Yyyy where yyyy is the year of the file.

The same procedures may be used to obtain these files as are used to retrieve the error files. (See Chapter 4.) In either instance, override the input data set name, the LRECL parameter, and add DISP=SHR. In addition, change the SEGMENT.INPUT DD * to reflect the correct record length as in the example that follows:

```
* $$ JOB JNM=jobname,XDEST=NWR,LDEST=NNN.RYY,PWD=PPPP
//jobname JOB (ACCT) (valid NWRDC JOB card and account)
//PROCLIB DD DSN=DPS.DISTRICT.PROCLIB,DISP=SHR
//*
/*          JOB EXECUTED AT NWRDC TO SEND 80 CHAR DATA
/*
```