Florida College System
Data Submission Procedures

Reporting Year 2025-26

Version 10.00

PREVIOUS VERSIONS ARE OBSOLETE

CHANGES SINCE LAST MAJOR REVISION

Version 10.00
1. Updated Email Notification list to include all types of emails that may be received.

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Section I: DATA SUBMISSION PROCEDURE

Introduction

The Need for the Data Submission Procedure

In 1991, the Auditor General criticized the Division of Community Colleges, Bureau of Research and Information Systems, for its failure to implement and enforce a procedure that results in a more timely receipt of data that the colleges are required to submit to our agency. This data submission procedure has been developed to formalize the data reporting process.

Data Submission Process Elements

There are three elements to the process by which colleges submit data to the Community College and Technical Center Management Information Systems (CCTCMIS):

a)   A period of time during which CCTCMIS is prepared to receive data for a particular submission.
b)   A process by which colleges submit and verify their data through verification/exception reports. If data is unreasonable, colleges can resubmit and clean-up all errors found during verification.
c)   A cutoff date.

Notification of Data Submission Periods

Prior to the beginning of the reporting year, the colleges receive an annual submission schedule indicating the start dates and cutoff dates for all CCTCMIS data submission periods. The data dictionary for each database also contains a section with the schedule for that particular database.

In addition, the colleges are notified in writing approximately one (1) to two (2) weeks before the due date for each data submission coordinated by CCTCMIS. CCTCMIS uses each institution's **Reports Coordinator** as the primary contact person organizing activities concerning the data submission.

When CCTCMIS finds it necessary to change any established, recurring submission period(s), they will be reviewed by the Management Information Systems Advisory Task Force (MISATFOR), if time permits.

Submission Periods

After consultation with MISATFOR, CCTCMIS establishes a period of time during which CCTCMIS is prepared to receive data for a particular submission. During this time, CCTCMIS will have operational systems in place to support the needs of the colleges as they proceed through the submittal process.

CCTCMIS establishes the mechanisms by which colleges submit data for a particular submission. The mechanisms include:
a.   Data transmission schedules and instructions,
b.   Record formats that specify the order of data in the data submission package,
c.   Programs that generate reports (if applicable) for the colleges to use in correcting data that failed one or more critical edit criteria, and
d.   Programs that generate appropriate verification reports (if applicable) when the data pass all critical edit criteria to help colleges determine their data as complete and accurate.

Procedures During Data Submission Periods

Colleges should begin sending their data for processing when the submission window opens. One day after the 'load' due date, if error-free data has not been received, CCTCMIS will notify the Reports Coordinator with a copy sent to the college's President. One week after the Reports Coordinator has been sent notification of late submission, if error-free data has not been received, the college's President will be notified with a copy sent to the Reports Coordinator.

When the college's data has no errors and is loaded into the database, the college should retrieve all edit and verification reports generated. The college should analyze the reports to verify the data is complete and accurate. If the college finds omissions or errors in the submitted data, the college should re-submit the data through the process during the remainder of the data submission period. This cycle of submitting the data and analyzing the reports by the colleges should be repeated as necessary until the data is complete and accurate. CCTCMIS staff may run additional, ad hoc data quality checks and notify colleges as necessary if a potential issue is detected.

Edit Procedures During Data Submission Periods

Throughout the submission period, edit and verification report processing will be run according to the following schedule:

5:30 a.m. to 5:55 a.m.	Verification report processing, once during this window
6:00 a.m. to 9:55 a.m.	Edit report processing, every 5 minutes
10:10 a.m. to 10:25 a.m.	Verification report processing, once during this window
10:30 a.m. to 1:55 p.m.	Edit report processing, every 5 minutes
2:10 p.m. to 2:25 p.m.	Verification report processing, once during this window
2:30 p.m. to 5:55 p.m.	Edit report processing, every 5 minutes
6:10 p.m. to 6:25 p.m.	Verification report processing, once during this window
6:30 p.m. to 9:55 p.m.	Edit report processing, every 5 minutes
10:10 p.m. to 10:25 p.m.	Verification report processing, once during this window
10:30 p.m. to 11:55 p.m.	Edit report processing, every 5 minutes

All data must be loaded by execution of the last verification run of the load or close due date specified in the database data dictionary. On the following workday, CCTCMIS will lock down the databases not allowing submission processing and back-up all databases. Submitting a production file during this timeframe may impact your previously loaded data, and risk federal and state reporting requirements.

Files will be accepted for processing at any time. Re-submissions of prior end-of-term data may be made during a subsequent term's open submission period in the same reporting year. The college must submit a request from the Reports Coordinator by e-mail to CCTCMIS administrators stating which database and prior term are being re-submitted, and the reason. The authorization is required to open that particular database and term. If multiple terms are submitted for processing, the files will automatically process in term order. Please note that for student and facilities processing, if a prior term submission fails due to critical errors and does not load, no subsequent terms will run for that database.

Due to the frequency and nature of this automated processing, plus the resource contention between the edit and verification processes, requests for additional, special, or "on-demand" verification reports runs will not be accepted.

Edit Procedures Outside Data Submission Periods

Any references to ".TEST" and ".PROD" file naming conventions will be detailed in a following section. No production (".PROD") data submissions will be accepted outside the data submission windows. However, colleges may submit test (".TEST") files at any time prior to the opening of a submission window in order to test data, system changes, or prepare data for an upcoming data submission window, etc.

Submission of .TEST files are best used prior to the submission window opening. This will provide the initial edits early, allowing staff to clean up the errors prior to the window even opening. However, this "continual" open processing for .TEST files does require mention of a condition which may occur prior to a term's scheduled window. When new edits are being implemented for the coming term submission, those new edits are not guaranteed to be implemented until the time the submission window opens. So, while a .TEST file submission may pass the edits when submitted prior to the submission window, the same file may generate errors when submitted during the scheduled submission window.

No changes or re-submissions will be made after the close of the annual reporting year.

Data Submission Best Practices

In order to maximize the effectiveness of the available data processing tools, the following practices are strongly recommended:
1. Colleges use the .TEST functionality at their convenience ahead of submission windows to test their system data extracts. This is particularly important when the college has recently implemented new software (ERP), significant system changes or new data extract program logic.
2. When the submission window opens, colleges submit .PROD files until zero critical errors are reported, the data is loaded into the database, and verification reports are generated.
3. When the submission window opens, submission of .TEST files can be confusing since the edit reports generated may or may not reflect the data that remains loaded on the database from a prior .PROD file run. Submission of a .TEST may be useful, but it requires a good understanding of the processes and prior file submissions.
4. Colleges review verification reports for complete and accurate data, reporting any issues which the college cannot address to the CCTCMIS administrators for investigation and resolution.

Data Submission Specifications

Secure File Transfer Protocol (sFTP)

The Florida Department of Education (FDOE) uses a product (referred to as "TIBCO") to manage data transfers to and from the FDOE. Within your institution there are two TIBCO administrators, a functional administrator and a technical administrator, who can assist you in the file transfer and notification process. These administrators have been provided TIBCO documentation and guidance for accessing the secure file transfer protocol (sFTP) process. CCTCMIS will send emails containing file information to the colleges as confirmation when files are received from the college and when files are sent to the college.

The FDOE recommends use of your college's preferred and supported sFTP program. If you have any questions or problems following the TIBCO documentation and guidance for file transfer purposes, please submit your issue to IENHELP@fldoe.org.

Standard File Naming Convention

When naming a file for transfer, use one of the following naming conventions:

To submit a file for a test edit: CCcc.sysname.fname.Tttyyyy.TEST.txt
To submit a file for a production edit: CCcc.sysname.fname.Tttyyyy.PROD.txt

File processing for both TEST and PROD submissions are being amended to insert the FLEID verification process. This step verifies that the FLEID being submitted actually belongs to an individual with the demographic data provided by the college. As this inserted step will add processing time to your submission, the process includes a mechanism to bypass the step, allowing a college to continue resolving edits while previously identified FLEID issues are resolved separately.

File Naming Convention Bypassing the FLEID Verification Step (for Admissions and Student submissions only)

To submit a file for a test edit: CCcc.ADB.ADMISS.Tttyyyy.XTEST.TXT
                                               CCcc.STU.STUDENT.Tttyyyy.XTEST.TXT

To submit a file for a production edit: CCcc.ADB.ADMISS.Tttyyyy.XPROD.TXT
                                               CCcc.STU.STUDENT.Tttyyyy.XPROD.TXT

This "X" file submission allows colleges to continue to resolve edit issues while the college's FLEID team resolves any previously identified FLEID edit issues identified during a previous .TEST or .PROD file submission. To satisfy both the load and close date requirements, the final file submission cannot be an XPROD submission.

Force Load Naming Convention

To submit a file for a "force" load: CCcc.STU.STUDENT.Tttyyyy.LOAD.txt

IMPORTANT: Force load functionality is available ONLY for student database submissions and should not be used for "close" purposes.

Where:
cc	=	college number (e.g., 01, 15, 20, 28)
sysname	=	system name (STU, PDB, FAC, APR, ADB)
fname	=	file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)
tt	=	term and term submission period (e.g., 1E, 2E, 3B)
yyyy	=	year (e.g. 2016)

Files submitted must conform to the prescribed naming convention provided above. Additionally, the file naming conventions for specific data submissions are described in the numbered memorandums that precede each data submission window.

Functionality has been added to the data submission process that will notify a college if a file with an invalid filename is submitted, and then deletes the file. It is important to ensure that the file names conform to the naming convention.

E-Mail Notification

Auto-generated email notifications will keep you up to date on your file submission status. You will receive email notifications when:
1. A file is submitted with an invalid filename
2. A production (.PROD) file is submitted outside of a processing window
3. A file is submitted with non-printable characters
4. Edit process begins
5. Edit process ends
6. Verification process begin
7. Verification process end
8. Resubmission for a term that is not open (not authorized to submit prior terms)
9. For student and facilities specifically, you will receive notification if submitting a later term when a prior term resubmission failed to load.
10. Data submitted from a College however College data does not match college
11. Possible Incorrect Record Format Submitted
12. Demographic record missing Required Data
13. Submitted data has 0 records

Test vs. Production Edits

Test file submissions *do not* affect data that may currently exist in a database or the verification reports that were generated from a previous successful load. The purpose of a test file submission is to provide a higher service level with less overhead because the colleges will no longer have to download and maintain the edit programs. A test file will execute the edits, including the frequency zero edits.

When a test file is submitted, the file is processed and the edit and frequency zero reports are generated. However, existing data in the database is not deleted during a test file run, and the resulting edit reports do not overwrite any existing edit reports.

Note: Since the test file is not actually loaded onto the database, *Integrated Database (IDB) editing is not done for test file submissions.*

Test file submissions can be done for terms that have previously loaded. This could be for a prior term that previously loaded, or, for the current term after a production file has loaded. In these cases, particularly for Student database processing, since the term data is NOT DELETED for .TEST submissions, this may generate duplicate record errors since the term data already exists. If this occurs, you will need to work around these errors and resolve other errors, knowing that the duplicate record errors will likely disappear during a .PROD submission.

When a production file is submitted, any data for that term that currently exists for that database is deleted from the database prior to processing, and the file is processed normally. The resulting edit reports overwrite any edit reports that existed previously for that database. If a production file successfully loads, the Integrated Database (IDB) edit process will run, and a job is queued for verification report processing.

FLEID Verification Process:

The Florida Education Identifier (FLEID) is a unique identifier assigned to a student by the Florida Department of Education as defined by section 1008.386, Florida Statutes. With future plans of replacing the personal identification number with the FLEID, CCTCMIS will implement the FLEID verification process for admissions and student database submissions beginning in the 2021-2022 summer end-of-term (T1E)/fall beginning-of-term (T2B) collection. The FLEID verification process will verify the accuracy of submitted FLEIDs by matching student demographic data elements with demographic information within the FLEID vault.

With implementation of the FLEID verification process, admissions and student data submissions will have two file submission processing options: (1) the FLEID verification file path that verifies the accuracy of the FLEID and (2) a "bypass" path skipping the FLEID verification process. Since the FLEID verification process will add additional processing time, the bypass path provides an opportunity for colleges to submit files and correct non-FLEID errors within normal submission processing timeframes. Once edits are critical, in order to meet load and close due date requirements, all FLEIDs must be verified and corrected, and the final production submission loaded into the admissions and student databases must be a '.PROD' file.

The file submission path for test and production submissions will determine which processing option to apply to the file, (1) FLEID verification processing or (2) Bypass FLEID processing. For processing FLEIDs for verification, use the standard file naming convention. To bypass the FLEID verification process, the fifth node of the file name must be '.XTEST' or '.XPROD'.

The FLEID Source Verification Matching Matrix provides error codes, guidance and examples for interpreting FLEID verification error messages and is available in Appendix A. This Appendix is key in

identifying the error and possible resolution "next steps" to be taken by college staff, possibly in partnership with the DOE FLEID staff.

FLEID has a nightly maintenance window from 5pm through 10pm. Any FLEID verification file received after 4:55pm will start processing at 10pm after the maintenance window closes.

Report Packaging and Retrieval

Edit and verification reports are provided in easy-to-download .zip files delivered directly to your college's 'CollegeStateReporting Production Download' folder.

IMPORTANT: Files residing in the 'CollegeStateReporting Production Download' folder, have a finite shelf life of seven days. If files are not retrieved within this time frame, the files will automatically be deleted. Responsibility for retrieving and maintaining historical data rests with the college.

Section II: DATA SUBMISSION CERTIFICATION

Certifying Data Submissions

The certification process documents that college subject matter experts agree that the data is accurate, and, as complete as possible on the date certified. The signature of the college's President documents that college leadership are aware of the overall content and summary of the data, accurately reflecting the state of the college within the data submitted. In addition to the standard database submissions at the "load" and "close" dates, there are certain certifications required for specific data submissions done throughout the reporting year.

In lieu of a President's signature on a certification, the President may provide up to three designees, and their signatures, who can sign in their absence. To designate authorized signers for database certifications, the college must submit an [Authorized Signature Form](#). All designees must be a direct-report to the President. With the advent of multiple direct-report designees, one of these signatures must be provided on the certification. On matters potentially having a financial impact, the chief business or finance officer must sign in addition to the President (i.e., FTE adjustments).

Instructions for Completing a Certification

At the end of each data submission period, colleges are required to submit a completed certification form. The certification process is used to certify all data submissions for a given certification due date.

1. To certify data submissions, download the appropriate fillable PDF form from the Certifications menu option located on the left hand side of the CCTCMIS website (http://www.fldoe.org/accountability/data-sys/CCTCMIS/Certifications.stml).

2. After verifying the accuracy of the data, and that the data is as complete as possible on the day of the submission, complete the required form fields.

3. Once all fields are complete and the form is signed by the President or authorized designee, scan the form and submit to CCTCMIS via TIBCO CollegeStateReporting folder using the prescribed file naming convention described at the top of the certification form. All forms should be scanned as a PDF file and submitted by the published deadline. Forms with incorrect naming conventions will be rejected.