



Being a Data Collector Power User

OAEP Spring 2015

Topics

- ▶ Review of submission steps
- ▶ Level 1 Reports
- ▶ Data Collector Tips & Tricks
- ▶ Level 2 Reports

SUBMISSION STEPS

Submission Steps Reviewed

- ▶ Upload data
- ▶ Start Collection
- ▶ Review Level 1 errors
- ▶ Preview data
- ▶ Verify data counts
- ▶ Certify & Submit

LEVEL 1 REPORTS

Level 1

Format for FY15 processing more versatile

- Hyperlink to error reports
- Errors are selectable by record type and severity
- Errors are not grouped in single text field
- Table and column formats
- No suppression of messages
- Data from record in error is visible

Level 1

Validation summary screen

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary > Validation Summary

SOES Beginning of Year Student Collection (FY15)

Submission Number 2 (attempt 1)

Validation exceptions are listed by record type and exception severity.
To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Yesterday at 02:48:42 PM

Record Type	Fatal	Critical	Warning	Info	Total
Organization General Information (DN)	51	0	0	0	51
Race Detail Record (GJ)	0	0	0	0	0
Special Education (GE)	0	0	0	0	0
Special Education Graduation Requirement (FE)	0	0	0	0	0
Student Attributes Effective Date (FD)	2	0	41	0	43
Student Attributes No Date (FN)	0	0	0	0	0
Student Demographic (GI)	0	0	0	0	0
Student Missing Override Record (FC)	0	0	0	0	0
Student Program (GQ)	0	0	0	0	0
Student Standing (FS)	1	0	0	0	1
Student Summer Withdrawal (FL)	0	0	0	0	0
Total Counts:	54	0	41	0	95

[Generate Full Validation Report](#)

Output Type

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

HTML CSV

Level 1

Clicking on any of the links opens a detailed screen

Validation Exception Report - for SOES Beginning of Year Student Collection (FY15)

Collection Request: SOES Beginning of Year Student Collection (FY15) Submission Number: 2 Attempt: 1 LEA Name: Community School Academy LEA IRN: 123456

Record Type: Student Attributes Effective Date (FD) Exception Severity: (All)

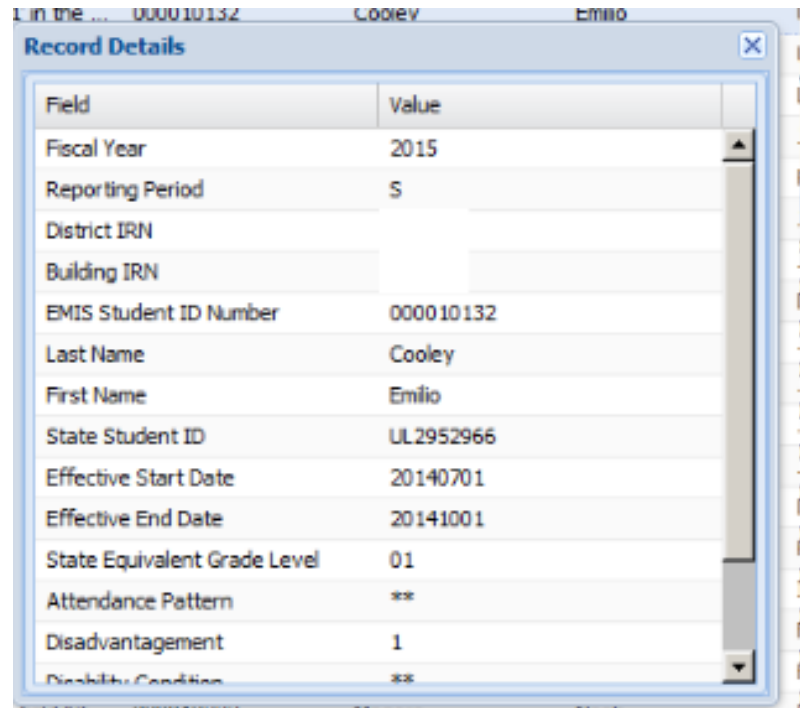
Student Attributes Effective Date (FD) (43)

Error Number	Error Level	Message	Description	EMIS Student ID Numb	Last Name	First Name	State Student ID	Effective Start Date	Ac
FD.0004	Fatal	Date out of range	(FD070) Invalid value '20141001' in the ...	000010132	Coolley	Emilo	IL2952966	20140701	
FD.0004	Fatal	Date out of range	(FD060) Invalid value '20141002' in the ...	000010132	Coolley	Emilo	IL2952966	20141002	
MR.0013	Warning	Grade level of student does not mat...	(FD090) Invalid value '09' in the field 'St...	000010039	Kaiser	Gary	LG5746383	20140701	
MR.0013	Warning	Grade level of student does not mat...	(FD090) Invalid value '11' in the field 'St...	000010067	Graves	Jaycee	JD6109888	20140701	
MR.0013	Warning	Grade level of student does not mat...	(FD090) Invalid value '11' in the field 'St...	000010072	Donahue	Owen	PW4817953	20140701	
MR.0013	Warning	Grade level of student does not mat...	(FD090) Invalid value '11' in the field 'St...	000010091	Calhoun	Roger	JD3641177	20140701	
MR.0013	Warning	Grade level of student does not mat...	(FD090) Invalid value '11' in the field 'St...	000010117	Yant	Hudson	IL5128908	20140701	

Level 1

Scrolling to far right, option to Show Record is available

- ▶ Detail of complete record provided in pop-up



The screenshot shows a 'Record Details' pop-up window with a table of student information. The table has two columns: 'Field' and 'Value'. The data is as follows:

Field	Value
Fiscal Year	2015
Reporting Period	S
District IRN	
Building IRN	
EMIS Student ID Number	000010132
Last Name	Cooley
First Name	Emilio
State Student ID	UL2952966
Effective Start Date	20140701
Effective End Date	20141001
State Equivalent Grade Level	01
Attendance Pattern	**
Disadvantagement	1
Disability Condition	**

Level 1

- ▶ Options to hide columns
- ▶ Options to collapse record types
- ▶ Columns can be resorted
- ▶ Select .CSV output and open in spreadsheet
- ▶ Extract to .ZIP file where all errors are in one output file
 - ▶ Formatting considerations

DATA COLLECTOR TIPS & TRICKS

Tips & Tricks

- ▶ Save time uploading data
 - ▶ Accepts a .ZIP file
 - ▶ Data Collector will automatically unzip it
 - ▶ Places each individual file in specified Data Sources location
- ▶ Collection request knows which record types to process
 - ▶ No need to remove irrelevant record type(s) from folder or uploaded flat file
 - ▶ Those not needed get ignored

Tips & Tricks

- ▶ Collection request only processes the most recent file by date
 - ▶ No requirement to remove prior processed data files
 - ▶ Warning will be issued, can be ignored once verified
- ▶ Collection request will process one large file with all record types or numerous smaller files with individual record types

Tips & Tricks

- ▶ Some fatal errors fatal only the record type, not the entire student or staff
 - ▶ Entire student/staff scenario is likely to show up on the Student or Staff Missing Report
 - ▶ Some fatal errors create a domino effect
 - ▶ Correcting one fatal may remove many from reports
- ▶ Missing student or staff and no fatal
 - ▶ Check Excluded Report

Tips & Tricks

- ▶ Excluded report is data never processed
 - ▶ There are no Level 1 errors for unprocessed data
- ▶ Current Level 1 does not include dependency errors
 - ▶ Must use Preview Report for each record type to see the dependency errors

Tips & Tricks

- ▶ Level 1 and Preview Reports can be saved to .CSV format for data management in a spreadsheet

Output Type

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

HTML CSV

- ▶ No submit link
 - ▶ Verify valid record counts are not zero in Preview
 - ▶ May need to Prepare again
 - ▶ ODE publishes new manifest
 - ▶ Too many days since last prepare

Tips & Tricks

Need to look at entire prior submission

- Submissions Tab
- Manage Archives link on right
- Details last 2 submission for every collection request
 - Useful when needing to verify past data

Collection Requests Collection Status **Submissions** Progress

Submissions

Submissions

All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.

[Refresh](#)

Submission	Submitted	Status
Beginning of Year Student Collection (FY15)	(0 submissions)	
Final Staff and Course Collection (FY15)	(0 submissions)	
‣ Financial (H) FY14 Reporting Period	(2 submissions)	
‣ First Staff and Course Collection (FY15)	(2 submissions)	
‣ Five Year Forecast FY15 (P) Reporting Period	(1 submissions)	

Built-In Collections

Use built-in collections for end-to-end testing of VRF, prior to a production data collection and submission.

Don't show built-in collections

Archived Submissions

Submissions are archived during the submission process. Click on the link below to view and manage archives.

[Manage Archives](#)

Tips & Tricks




Just need a record count

- ▶ Submissions Tab
 - ▶ Click on specific submission needing data counts for
 - ▶ Link appears on the right to view counts

The screenshot displays a web interface with a blue navigation bar at the top containing tabs for 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. Below the navigation bar is a breadcrumb trail: 'Submissions > Submission Info'. The main content area is divided into two columns. The left column is titled 'Submission Info' and contains the text 'Midyear Student Collection (FY15)' followed by 'Certification and submission details.' Below this is a 'Certification Summary' box with the following information: 'Prepare Timestamp: February 09, 2015 12:01:19 PM', 'Certified Timestamp: February 09, 2015 12:05:07 PM', and 'Certified By: Teresa Williams'. The right column is titled 'Record Count' and contains the text 'Click on the link below to download a file of record counts for this submission.' followed by a blue hyperlink 'Download Record Count File'. A black arrow points to this link.

Tips & Tricks

▶ Symbolic Icons

- ▶ Green check mark = good 
- ▶ Yellow exclamation point = verify 
- ▶ Red x = something bad likely happened 

▶ Auto Refresh

- ▶ Decide how often your Data Collector Submission Status screen refreshes

Auto Refresh ▼ 30 sec |

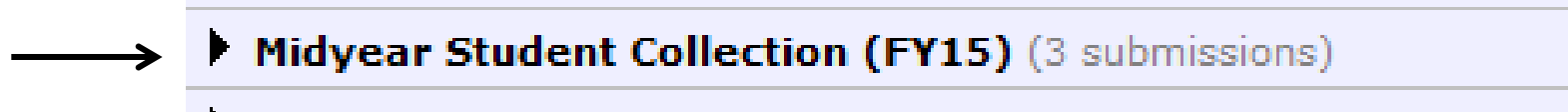
Tips & Tricks

- ▶ Preview is not a submission
- ▶ Certify and Submit to send data to Report Authority
- ▶ Send data often
- ▶ Data can be submitted with Level 1 errors

Tips & Tricks

Submission Tab indicates when submissions occurred and who did them

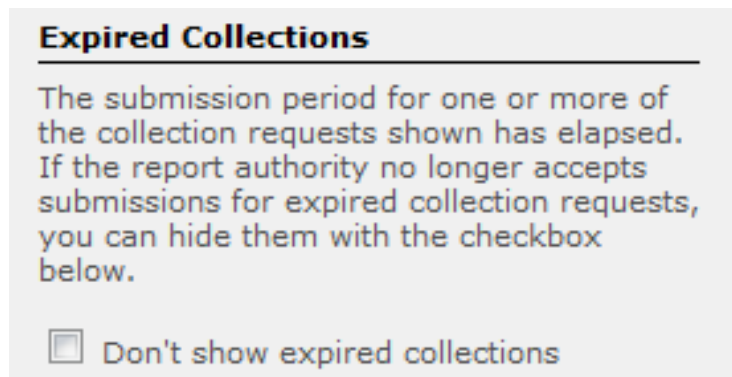
▶ Open the detail



▼ Midyear Student Collection (FY15) (3 submissions)		
✓ Submission 3	02/09/2015	Transmission completed on February 09, 2015 (certified by Teresa Williams)
✓ Submission 2	01/20/2015	Transmission completed on January 20, 2015 (certified by Teresa Williams)
✓ Submission 1	12/30/2014	Transmission completed on December 30, 2014 (certified by Teresa Williams)

Tips & Tricks

- ▶ Collection request is no longer visible and a Review of data is desired
 - ▶ Uncheck 'don't show expired collections' box



- ▶ Use Submission Tab and Manage Archives Link
- ▶ Remember to re-check the box

Tips & Tricks

- ▶ View Submission Results link provides more details of every submission

Validation Status: [Level 1 Validation](#)
Submission Status: Pending Processing (April 28, 2015 at 10:46:56 AM)
Submission Number: 1 (attempt 1)
Actions: [View Submission Results](#) ←
[Review](#)
[Start Collection](#)
[Add New Scheduled Collection](#)

Submission Results

Final Staff and Course Collection (FY15)

The history of all submissions for this collection request. Click on a link in the Attachments produced when the report authority processed the submission.

[Refresh](#)

Most Recent Submission Activity

Submission	Timestamp	Status
1	04/28/2015 10:46:56 AM	Pending Processing

Submission Results History

Submission	Timestamp	Status
1	04/28/2015 10:46:56 AM	Pending Processing
1	04/28/2015 10:46:48 AM	Received
1	04/28/2015 10:45:01 AM	Submitted

[Refresh](#)

Tips & Tricks

- ▶ Cancel at collection request does not cancel submission at Report Authority
 - ▶ Cancels local in-progress only
 - ▶ To cancel a submission sent to Report Authority, district must resubmit data



Student Cross Reference (FY15)

Collection required for all EMIS reporting entities. Source file(s) for GI, FS, and FL student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Collection and submission will be automatic, but can be run on-demand as needed. Level 1 reports should be reviewed to identify data with errors that was excluded in the automatic submission. Updated student admission and withdrawal data must be submitted via this collection request within 30 days of the change in student status.

Submissions: July 09, 2014 - July 30, 2015

Expiration Date: July 30, 2015 (in 90 days)

Collection Request: 8

Status: Data Collection has been prepared today at 08:08:46 AM and is available for preview or certification.

Validation Status: [Level 1 Validation](#)

Errors & Messages: [Other Errors](#)

Submission Number: 1 (attempt 2)

Actions: [Start/Stop Collection](#)

[Prepare](#)

[Preview](#)

[Certify & Submit](#)

[Cancel](#)

[Add New Scheduled Collection](#)

LEVEL 2 REPORTS

Level 2 Validation Reports

- ▶ Changes are coming...
- ▶ Interface very similar to Level 1
- ▶ Data will be in tables and not one text field
- ▶ Will replace many post-processing reports

Level 2 Validation Reports

- ▶ New schedule planned
 - ▶ Not always every day
 - ▶ Not always overnight
- ▶ Delivered as results are updated
 - ▶ Data sent to ITCs as updated at ODE
 - ▶ Will indicate which submission is included in error results
 - ▶ Submission included varies between different Level 2 results

Level 2 Release This Week

- ▶ Currently running in DEV and QA
- ▶ PROD data copying to ITCs over the weekend
- ▶ Screen shots from real reports in DEV (dummy data)
- ▶ Will replace many post-processing reports

Level 2s via Collection Links



SOES End of Year Student Collection (FY15)

Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FP, GD, GE, GG, GJ, and GQ student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The DT and DN record, which is also required to be reported in this collection request as well, although there are a limited set of DN options required. This collection request is for the data for school funding, Federal reporting, and other required ODE reporting. This data is sent directly to ODE and will be merged with the other SOES collection that is sent to the State Software Development Team on a nightly basis to be displayed in the new Ohio District Data Exchange (ODDEX) system accessed through ODE's SAFE Web Portal.

Submissions: January 12, 2015 - July 31, 2015

Expiration Date: July 31, 2015 (in 89 days)

Collection Request: 18

Status: The collection was submitted May 01, 2015 at 12:58:09 PM by Ehle. **A new version of this collection request has been published by ODE, which requires you to redo the data collect and prepare steps.**

Validation Status: [Level 1 Validation](#)

Validation Status: [Level 2 Validation](#)

Submission Status: Pending Processing (May 01, 2015 at 12:58:34 PM)

Level 2 Summary- CS

SOES End of Year Student Collection (FY15)

Submission Number 4 (attempt 1)

Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Today at 12:00:00 AM

Exceptions Category	Fatal	Critical	Warning	Info	Total
(FTED-MAY) FTE Detail Report-May Payment	0	0	0	396	396
Total Counts:	0	0	0	396	396

[Generate Full Validation Report](#)

Level 2 Summary- TRAD, JVS

End of Year Student Collection (FY15)

Submission Number NOT KNOWN

Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Yesterday at 12:00:00 AM

Exceptions Category	Fatal	Critical	Warning	Info	Total
(FTED-MA1) FTE Detail Report-May no. 1 Payment	0	0	0	1287	1287
Total Counts:	0	0	0	1287	1287

[Generate Full Validation Report](#)

Don't Rely on Submission/Time

SOES End of Year Student Collection (FY15)

Submission Number 4 (attempt 1)

Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Today at 12:00:00 AM

Exceptions Category	Fatal	Critical	Warning	Info	Total
(FTED-MAY) FTE Detail Report-May Payment	0	0	0	396	396
Total Counts:	0	0	0	396	396

[Generate Full Validation Report](#)

CS Report Detail

Validation Exception Report - for SOES End of Year Student Collection (FY15)

Collection Request: **SOES End of Year Student Collection (FY15)**

Submission Number: **4**

Attempt: **1**

LEA Name: **Li**

Record Type: **(FTED-MAY) FTE Detail Report-May Payment**

Exception Severity: **Info**

(FTED-MAY) FTE Detail Report-May Payment (396)

Payment	CS IRN	SSID	LOCAL ID	FIRST NAME	MIDDLE	LAST NAME	RD IRN	FTE FUND PTTI	FTE FUND PTTF	GRADE	DISABI	EC DIS	LEP CO	FTE	ADJUS
MAY	000222	AJ4...	00071...	Sandra	P	Burkey	048223	COMM	Community...	11	**	Y	N	1	1
MAY	000222	AN5...	00062...	Haylee	E	Fleming	044909	COMM	Community...	12	12	N	N	1	1
MAY	000222	AP4...	Not Av...	Not Available	Not...	Not Availa...	044909	COMM	Community...	01	**	Y	N	1	1
MAY	000222	AT8...	Not Av...	Not Available	Not...	Not Availa...	044909	COMM	Community...	10	**	N	N	0.43	0.43
MAY	000222	AU5...	00001...	Katrina	V	Mcmahon	044909	COMM	Community...	05	**	N	N	1	1
MAY	000222	AV4...	00069...	Bryson	N	O'Brien	044909	COMM	Community...	12	**	N	N	1	1
MAY	000222	AX1...	00001...	Justice	L	Dewire	044909	COMM	Community...	KG	05	Y	N	1	1
MAY	000222	AY7...	Not Av...	Not Available	Not...	Not Availa...	044909	COMM	Community...	KG	**	Y	N	1	1
MAY	000222	BP8...	Not Av...	Not Available	Not...	Not Availa...	044909	COMM	Community...	KG	**	Y	N	0.7	0.7
MAY	000222	BP8...	Not Av...	Not Available	Not...	Not Availa...	047084	COMM	Community...	KG	**	Y	N	0.29	0.29
MAY	000222	BQ3...	00001...	Terry	W	Lawson	048223	COMM	Community...	01	05	Y	N	1	1
MAY	000222	CD9...	00001...	James	P	Moen	044909	COMM	Community...	01	**	Y	N	1	1
MAY	000222	CH3...	Not Av...	Not Available	Not...	Not Availa...	044909	COMM	Community...	01	**	Y	N	1	1
MAY	000222	CJ6...	Not Av...	Not Available	Not...	Not Availa...	044909	COMM	Community...	KG	**	Y	N	1	1
MAY	000222	CS8...	00001...	Peter	G	Mitchell	044909	COMM	Community...	01	**	N	N	1	1

TRAD-JVS Report Detail

Validation Exception Report - for End of Year Student Collection (FY15)

Collection Request: **End of Year Student Collection (FY15)**

Submission Number: **NOT KNOWN**

Attempt: **N/A**

LEA Name:

Record Type: **(FTED-MA1) FTE Detail Report-
May no. 1 Payment**

Exception Severity: **Info**

(FTED-MA1) FTE Detail Report-May no. 1 Payment (1287)

Payment	LEA IRN	SSID	LOCAL ID	FIRST	MIDDL	LAST N	FTE FUND PTT	FTE FUND PTTRN C	GRADE L	DISABIL	EC DIS C	LEP COI	FTE	CALENDAR
MAY1	0470...	AD9...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	01	**	N	N	1	047043-000927-**-**
MAY1	0470...	AG6...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	12	**	Y	N	1	047043-000935-12-S1
MAY1	0470...	AH1...	Not Availa...	Not...	Not...	Not...	OPDD	Open Enrolled -...	10	**	N	N	1	047043-000935-10-E0
MAY1	0470...	AJ71...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	KG	**	N	N	1	047043-000927-KG-B3
MAY1	0470...	AM2...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	KG	**	N	N	1	047043-000927-KG-A2
MAY1	0470...	AM4...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	KG	**	Y	N	0.080772	047043-000927-KG-A2
MAY1	0470...	AN1...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	12	**	N	N	1	047043-000935-12-S1
MAY1	0470...	AN1...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	11	**	Y	N	1	047043-000935-11-E1
MAY1	0470...	AN8...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	01	**	N	N	1	047043-000927-**-**
MAY1	0470...	AO2...	Not Availa...	Not...	Not...	Not...	RGJV	Regular/Other D...	12	**	Y	N	0.140726	047043-000935-12-S1

Report as CSV

SOES End of Year Student Collection (FY15)

Submission Number 4 (attempt 1)

Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Today at 12:00:00 AM

Exceptions Category	Fatal	Critical	Warning	Info	Total
(FTED-MAY) FTE Detail Report-May Payment	0	0	0	396	396
Total Counts:	0	0	0	396	396

[Generate Full Validation Report](#)

Click on the link below to download the zip file.

Exception Report(s)
(FTED-MAY) FTE Detail Report-May PaymentFor000222-2015SBODEv18-sub4-AllSeverities2015-05-03_23-28-52.zip

Output Type

The Level 2 validation exceptions can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

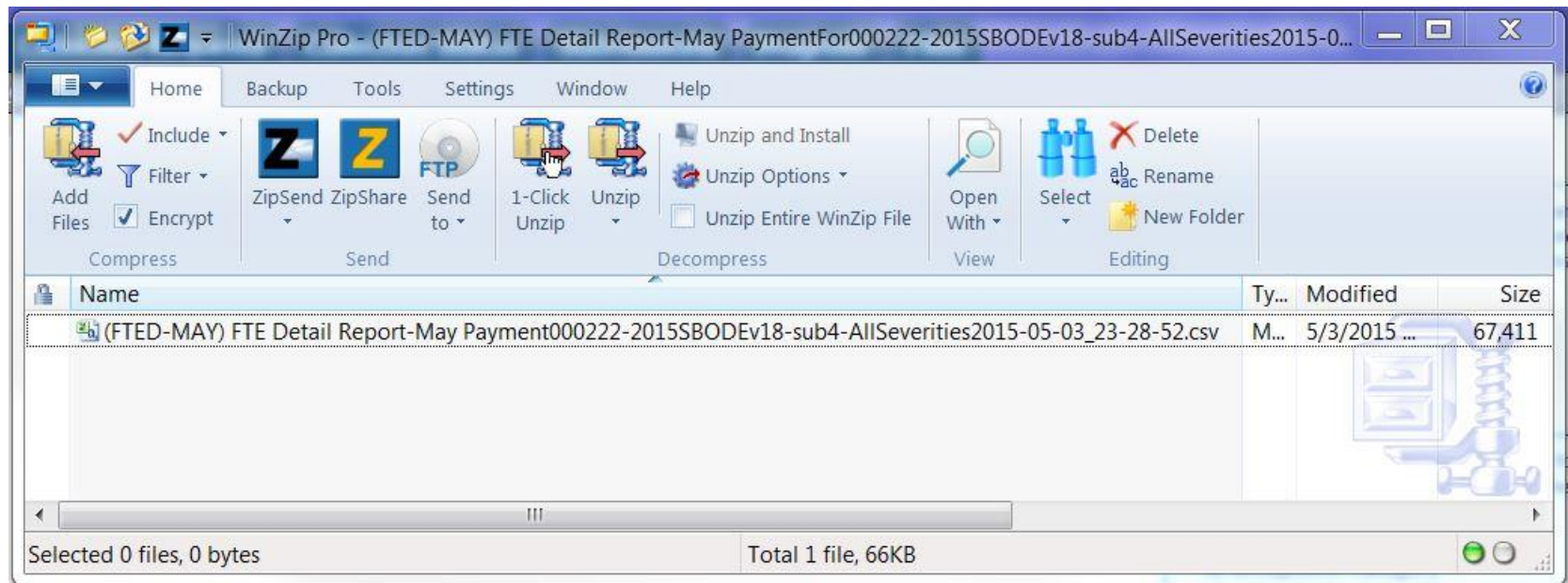
HTML CSV

CSV Output Options

You can create a separate CSV file for each Exceptions Category by checking the box below:

Exceptions Category

Open Zip File of CSV



Click on the link below to download the zip file.

Exception Report(s)

[\(FTED-MAY\) FTE Detail Report-May PaymentFor000222-2015SBODEv18-sub4-AllSeverities2015-05-03_23-28-52.zip](#)

Questions?



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